THE AMERICAN ARCHIVIST

Volume XIII July, 1950 Number 3

CONTENTS

The Papers of the Presidents ..... BUFORD ROWLAND 195
The National Historical Publications Commission 212
The Identification and Description of the Record Series ..... KENNETH MUNDEN 213
Territorial Papers of the United States 228
Archives of the United Church of Canada ..... E. C. KYTE 229
New Developments in Record Containers ..... ARTHUR E. KIMBERLY 233
The Ministerial Collecting Center Near Kassel, Germany ..... LESTER K. BORN 237
The Development of Record Systems ..... HELEN L. CHATFIELD 259
The President's Page 268
The Ecole des Chartes ..... DOROTHY MACKAY QUYNN 271
Inexpensive Devices to Aid the Archivist ..... ELLEN STARR BRINTON 285
Archives of the International Labour Office ..... G. DUBOURG 287
Reviews of Books:
Disposition of Federal Records: How to Develop an Effective Program for the Preservation and the Disposal of Federal Records. (National Archives Publication No. 50-3.) ..... LEON DE VALINGER, JR. 292
Public Record Office. Guide to the Public Records. Part I. Introduction ..... ELIZABETH G. KIMBALL 293
Fifteenth Annual Report of the Archivist of the United States for the Year Ending June 30, 1949 ..... W. KAYE LAMB 295
Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist, for the Fiscal Year July 1, 1948 to June 30, 1949 ..... LUCILE M. KANE 296
Annual Report of the National Archives of India 1947 ..... HOLDEN FURBER 296
The Jefferson Papers of the University of Virginia. A Calendar ..... H. AMMON 297

Tenth Annual Report of the Archivist of the United States on the Franklin D. Roosevelt Library, Hyde Park, New York, for the Year Ending June 30, 1949.....HAROLD S. BURT 298
Colony of Mauritius. *Mauritius Archives Bulletin No. 1, 1948*.....HENRY P. BEERS 299
Gúia de Instituciones que cultivan la historia de América, by Carlos B. Garcia.....A. CURTIS WILGUS 300
Misiones Mexicanes en Archivos Europeos, by Manuel Carrera Stampa.....ALMON K. WRIGHT 300
Archives de l'Etat à Mons: *L'Ancien état civil en Hainaut*, by Maurice A. Arnould.....BEATRICE HYSLOP 301
Archives Générales de Royaume: *Inventaire des archives de la famille de Fourneau de Cruquembourg*, by E. Lejour.....BEATRICE HYSLOP 301
Archives Générales du Royaume: Inventaire des archives des Montspde-Piété, by I. Delatte.....BEATRICE HYSLOP 301
The Archivist's Book Shelf:
Business records.....ROBERT W. LOVETT 303
NEWS NOTES..... 306
Proposed Federal Records Act..... 319

The Papers of the Presidents

By BUFORD ROWLAND

The National Archives

SINCE the early days of the Republic, the papers accumulated by a Chief Executive of the United States have been considered his personal property. George Washington set the precedent in 1797 when he took with him into retirement at Mount Vernon all the correspondence and papers relating to his eight years in the Presidency. John Adams, on leaving the White House in 1801, followed Washington's example and sent his papers to his home in Quincy, Massachusetts. Prior to Franklin D. Roosevelt all the Presidents or their heirs had followed the precedent established by Washington and Adams. These records, mirroring vital phases of our social, economic, and political history, are basic source materials for the study of our national development. In some instances, unfortunately, these valuable records have been lost through neglect, fire, or willful destruction. It is the purpose of this compilation to trace in bare outline — a volume could be written on the subject — the fate of the Presidential papers.

GEORGE WASHINGTON

All but a very small percentage of the extant papers of George Washington are in the Library of Congress.[1] Professor Samuel Eliot Morison, of Harvard, furnishes some interesting background information on this collection:[2]

> Jared Sparks, editor of the North American Review, was first of the tribe of nosy historians who go poking about in public and private papers for the real low-down on history. Around the fiftieth anniversary of American independence, Mr. Sparks observed that no proper history of the American Revolution had yet been written; and as a means to have it written — and also as means of legitimate profit to himself — he conceived the idea of publishing a generous selection of the letters and other writings of George Washington.
>
> The General's papers were still at Mount Vernon in the possession of his nephew, Bushrod Washington, Associate Justice of the Supreme Court of the United States. By making a flank approach on the Justice through Chief Justice Marshall the Yankee scholar obtained an agreement by virtue of which he,

[1] *Congressional Record*, 76th Cong., 1st sess., p. 9040 (Washington, 1939).

[2] Samuel Eliot Morison, "The Very Essence of History," in *Franklin D. Roosevelt Library*, Hearing before the Committee on the Library, House of Representatives, 76th Cong., 1st sess. (1939), p. 26.

who as editor was to do all the work, would receive 50 percent of the net profits. The owner, who furnished the raw material, was to have 25 percent, and Chief Justice Marshall the balance.

With Justice Washington's permission, 80 tightly packed cases of President Washington's papers were loaded on a mule wagon and started north toward Boston. En route Mr. Sparks borrowed a bale of diplomatic correspondence from the State Department and a bundle of Gates Correspondence from the New York Historical Society. Those were the happy days for historians.

In 10 years' time Sparks's "Writings of Washington" appeared, and proved a great success financially and otherwise. But in the meantime Judge Washington had died, leaving the papers to his nephew, George Corbin Washington, member of Congress from Maryland. Mr. Washington proposed to sell the "public" papers of the General to the Department of State. Legislation authorizing their purchase for $25,000 was duly passed (Act of June 30, 1834); but Mr. Washington, who needed the money badly — he had been defeated in the election of 1832 — could not collect it all while Jared Sparks held the bulk of the papers, and Mr. Sparks was not to be hurried. Eventually 192 bound volumes of Washington papers, with several boxes of loose papers, were started on their way from Boston to the capital by the "burden cars" of the new railroad.

The State Department increased its collection of Washington items in 1849 when an appropriation of $20,000 made possible the purchase of the remaining manuscript books and papers of the General from his heirs.[3] The Washington papers remained in the State Department until 1903 when by Executive order they were transferred to the Library of Congress.[4] The Library of Congress consolidated these papers with the Washington items which had been acquired with the Peter Force purchase in 1867.[5] Since 1903, the Library has from time to time through gift and purchase added to its Washington Collection, and it is estimated that over 95 percent of all the surviving papers that belonged to General Washington are now in the Library of Congress. The records are open to the public.

JOHN ADAMS
JOHN QUINCY ADAMS

The Adams papers, which are in the Massachusetts Historical Society in Boston, are under the control of the Adams Trust.[6]

[3] Act of March 3, 1849, 9 *Stat.* 370.

[4] The Executive order of March 9, 1903, was issued under authority of the Act of February 23, 1903. The Executive order also called for the transfer of the papers of James Madison, Thomas Jefferson, and James Monroe.

[5] *Handbook of Manuscripts in the Library of Congress*, p. 512 (Washington, 1918).

[6] *Congressional Record*, 76th Cong., 1st sess., p. 9040 (Washington, 1939).

Through this trust, established in 1905, the Adams family exercises absolute control — including the right of destruction — over "the public letters, public letter-books and public documents, manuscripts, books, private diaries and family letters," belonging to John and John Quincy Adams. The Trust expires in 1955 and since it is self-perpetuating it can be re-established. The papers are not open to the public but the custodian, Henry Adams, Jr., will furnish information on the request of scholars.[7]

THOMAS JEFFERSON

The great body of papers which Jefferson left are in the Library of Congress. These are the papers which the Government purchased from Thomas Jefferson Randolph, executor of the Jefferson estate, in 1848 for $20,000. They were transferred to the Library from the State Department in pursuance to the Executive order of March 9, 1903.[8] It is estimated that the Library of Congress has in either originals, letter-press copies or microfilm over 90 percent of the writings of Jefferson, and by purchase and gift is constantly acquiring items included in the remainder.[9] No restrictions have been placed upon the use of the Jefferson papers.

In addition to the Library of Congress, other important Jefferson items are found in the Massachusetts Historical Society, Pierpont Morgan Library, Pennsylvania Historical Society, Buffalo Historical Society, Yale University Library, American Philosophical Society, the Missouri Historical Society, and others.[10]

JAMES MADISON

The magnificent collection of Madison's papers is in the Library of Congress. The collection, in the main, was acquired through two purchases from Mrs. Madison (the famous Dolly) and one from the Chicago Historical Society.[11] The story of the purchases from Mrs. Madison is told by Gaillard Hunt in *The Writings of James Madison*:[12]

[7] Arthur M. Schlesinger, Jr., "Washington's Missing-Papers Mystery," in *The Saturday Evening Post*, July 12, 1947, p. 123.

[8] Act of August 12, 1848, 9 *Stat.* 284; *Handbook of Manuscripts in the Library of Congress*, pp. 183-184 (Washington, 1918).

[9] Estimate furnished by Manuscripts Division of Library of Congress.

[10] *Congressional Record*, 76th Cong., 1st sess., p. 9043 (Washington, 1939).

[11] *Handbook of Manuscripts in the Library of Congress*, pp. 238-239 (Washington, 1918).

[12] Gaillard Hunt (ed.), *The Writings of James Madison*, Vol. I, pp. xxxiii-xxxiv (New York, 1900).

During the closing years of his life Madison occupied himself in arranging his papers and especially those relating to the framing of the Constitution. He bequeathed them to his wife, intending that she should immediately publish the debates in the Congress of 1782, 1783, and 1787, the debates in the constitutional convention, the proceedings of the Congresses of 1776, and a limited number of letters, as he had arranged them. Through St. George Tucker she offered the work to the Harpers and through her son to other publishers, but was unable to come to a satisfactory agreement with any of them. Francis Preston Blair, the publisher of the *Congressional Globe*, offered to publish the work, but doubted whether much profit would accrue and suggested that her best plan would be to fix a sum to cover the profit she expected and offer the manuscript to Congress at that price. He promised to assist her in securing the appropriation. She had, however, already offered the papers to the government in her letter of November 15, 1836, to President Jackson. A copy of this letter was laid before Congress in a special message dated December 6, 1836. Madison's neighbor and friend, James Barbour, acted as her agent and told her that $100,000, the sum she at first said she expected, was out of the question, but that she could get $30,000 for the papers. This amount was appropriated by Act of March 3, 1837. July 9, 1838, Congress authorized the publication of the papers. Henry D. Gilpin, of Pennsylvania, then Solicitor of the Treasury, was selected as the editor, and the work was published in three volumes in Washington in 1840 under the title of *The Madison Papers*. May 31, 1848, Mrs. Madison being then, through domestic misfortunes, in distressed circumstances, Congress appropriated $25,000 to purchase all the remaining manuscripts of Madison's in her hands.

On Mrs. Madison's death it was discovered that the Government had not secured all the Madison papers. The material held back by Mrs. Madison was bequeathed to John Payne Todd, her son by her first husband. Todd sold the papers to J. C. McGuire of Washington. The Government had the opportunity of purchasing these papers from the McGuire heirs but since no appropriation could be secured for the purpose the valuable collection passed in 1892 into the hands of a New York autograph dealer, who in turn sold them to Marshall Field, the Chicago Merchant Prince, for the Chicago Historical Society. The equitable claim of the government to the Madison papers, plus a payment of $10,000, led the Chicago Historical Society to transfer these records to the Library of Congress in 1910.[13] At the Library of Congress this valuable addition was consolidated with the two Madison purchases which had come to the Library from the State Department under the Executive order of March 9, 1903.

[13] *Report of the Librarian of Congress, 1910*, pp. 25-26 (Washington, 1910).

JAMES MONROE

The papers of President Monroe are widely scattered. The largest single collection is in the Library of Congress but the Gouverneur collection of Monroe papers is owned by Lawrence M. Hoes of Washington, D. C.; approximately twelve hundred items are in the New York Public Library, and other individual letters and documents are held by private collectors and libraries.[14] The greater part of the Monroe collection now in the Library of Congress was acquired in 1849 from the Monroe heirs for $20,000.[15] This purchase which was originally deposited in the State Department was transferred to the Library of Congress in 1905 under provisions of the Executive order of March 9, 1903.[16]

The Library of Congress has imposed no restrictions on the use of the Monroe papers.

ANDREW JACKSON

Andrew Jackson preserved his papers with much care. He was keenly aware of the controversial role he played in the history of his times, and it was his hope that the great mass of material he assembled would serve his biographer in the defense of his record.[17] At General Jackson's death the biography had not been written, and in accordance with his wishes the official and public papers were turned over to Francis Preston Blair. The papers remained in the possession of the Blair family until 1903 when they were presented to the Library of Congress.[18] When the Jackson papers were sent to Blair, Andrew Jackson, Jr., retained many letters of a personal nature. In 1911 the Library of Congress acquired these letters by purchase from Jackson's heirs.[19]

The so-called Kendall collection of Jackson papers came to the Library of Congress by purchase in 1932. This material, consisting of 1,200 items, had been turned over to Amos Kendall in 1842 for use in writing Jackson's biography, and after his death went to his daughter, Mrs. Stickney. For years it was thought that these letters had been destroyed in the burning of a warehouse in Washington.[20]

[14] *Congressional Record*, 76th Cong., 1st sess., pp. 9040, 9043 (Washington, 1939).
[15] Act of March 3, 1849, 9 *Stat.* 370.
[16] *Handbook of Manuscripts in the Library of Congress*, p. 274 (Washington, 1918).
[17] *Report of the Librarian of Congress, 1932*, p. 36 (Washington, 1932).
[18] John Spencer Bassett (ed.), *Correspondence of Andrew Jackson*, Vol. I, p. xxiii (Washington, 1926).
[19] *Ibid.*, p. xxiii.
[20] *Report of the Librarian of Congress, 1932*, p. 36 (Washington, 1932).

More than half of the Jackson papers are in the Library of Congress; the rest being widely scattered in the hands of individuals and libraries. The collection is said to have cost the Government $18,000.[21]

MARTIN VAN BUREN

The Library of Congress houses the principal collection of Van Buren papers. Following Van Buren's death in 1862 his papers remained in the possession of the family until 1904-1905 when they were presented to the Library of Congress by Mrs. Smith Thompson Van Buren, widow of the President's son, Mrs. Ellen James Van Buren Morris, and Dr. Stuyvesant Fish Morris.[22] The papers were carefully selected, first by the ex-President, and later by his heirs before they went to the Library. It is said that Van Buren probably burned the material he did not care to retain.[23] There are no restrictions on the use of the Van Buren collection. The New York State Library in Albany also owns valuable Van Buren letters.

WILLIAM HENRY HARRISON

William Henry Harrison's tenure in the White House was brief. The manuscript material relating to these few months of his career together with other records accumulated by the General are believed to have been burned when fire destroyed the Harrison homestead at North Bend, Ohio, in 1858.[24] The Library of Congress, largely through gifts of Mrs. Benjamin Harrison, has built up a collection of Harrison manuscripts, which though small is considered the best in existence.[25] The records are open to investigators.

JOHN TYLER

President Tyler's papers were left to his widow and a large part of this collection was destroyed in the burning of Richmond in 1865.[26] The most important group of remaining Tyler papers, a small collection, was purchased by the Library of Congress in 1919

[21] *Congressional Record*, 76th Cong., 1st sess., p. 9046 (Washington, 1939).

[22] *Handbook of Manuscripts in the Library of Congress*, p. 499 (Washington, 1918).

[23] Holmes, Alexander, *The American Talleyrand*, p. 422 (New York, 1935); *Report of the Librarian of Congress, 1904*, p. 42 (Washington, 1904).

[24] Logan Esarey (ed.), "Governor's Messages and Letters — Messages and Letters of William Henry Harrison," in *Publications of the Indiana Historical Society*, Vol. I, p. 3 (Indianapolis, 1922).

[25] *Hearings on H. J. Res. 268, The Franklin D. Roosevelt Library*, 76th Cong., 1st sess., p. 27; *Congressional Record*, 76th Cong., 1st sess., p. 9040 (Washington, 1939).

[26] *Congressional Record*, 76th Cong., 1st sess., p. 9043.

from Dr. Lyon G. Tyler, son of the President, for $1,000. This collection has been augmented from time to time by gifts from the Tyler family and the purchase of a few miscellaneous items.[27] No restrictions have been imposed on the use of these papers.

JAMES K. POLK

The major portion of President Polk's papers, including his famous Diary, is in the Library of Congress. The first large group of Polk papers, some 10,500 letters and papers, was acquired for $10,000 in 1903 from Mrs. George W. Fall of Nashville, Tennessee, an adopted niece of the ex-President.[28] The Diary covering the Polk administration, together with a mass of letters and miscellaneous papers preserved by the President, was purchased from the Chicago Historical Society for $3,500 in 1910; the Society having bought this material from the Polk family in 1901.[29] There are no restrictions on the use of the Polk collection.

ZACHARY TAYLOR

Zachary Taylor's papers are widely scattered in the hands of his descendants. The Library of Congress has gathered, largely by gifts, a small but important collection of Taylor papers.[30] This collection is open to investigators.

MILLARD FILLMORE

When President Fillmore vacated the White House he took with him into retirement every important letter and document which he had received during his administration. Unfortunately, the President's only son, Millard Powers Fillmore, directed in his will that his executor "at the earliest practicable moment . . . burn or otherwise effectively destroy all correspondence or letters to or from my father, mother, sister or me." Following the son's death in 1889, the President's papers were destoyed.[31] Luckily the executor did not do a thorough job and in 1908, quite by chance, letters making 70 bound volumes were discovered in a Buffalo attic. This material is

[27] *Report of the Librarian of Congress, 1919*, p. 32 (Washington, 1919); *Congressional Record*, 76th Cong., 1st sess., p. 9046.

[28] *Report of the Librarian of Congress, 1904*, p. 49 (Washington, 1904).

[29] *Report of the Librarian of Congress, 1910*, p. 26 (Washington, 1910).

[30] *Annual Report of the Librarian of Congress, 1940*, p. 94 (Washington, 1941).

[31] Frank H. Severance (ed.), "Millard Fillmore Papers," in *Publications of the Buffalo Historical Society*, Vol. X, pp. vi-vii (Buffalo, 1907).

now in the Buffalo Historical Society, which Society, incidentally, houses the principal Fillmore collection.[32]

The Library of Congress has only a few Fillmore letters and no restrictions have been placed on their use.[33]

FRANKLIN PIERCE

Roy Franklin Nichols, the author of the authoritative biography of President Pierce, in discussing the disappointing sources for the Pierce administration states: [34]

> . . . Pierce seemingly destroyed his papers for those four years, carefully saving a few odd pieces such as some letters from Geary in the matter of Kansas, some vouchers for the expenditures of I. D. Andrews in promoting Canadian enthusiasm for the reciprocity treaty, and a few miscellaneous items noted in the calendar of the Pierce MSS. in the Library of Congress; these papers include most of his rough message drafts. The New Hampshire Historical Society has his letters to George and those from Sidney Webster to the same person, items provokingly few, together with some miscellaneous papers. The family have another miscellany including his accounts, some canceled checks and even his bankbook. The great mass of White House correspondence, official and personal, except as it is found in the files of the departments, has disappeared.

The Library of Congress has a small collection of Pierce material which is open to investigators.[35]

JAMES BUCHANAN

The Historical Society of Pennsylvania in Philadelphia owns the outstanding collection of Buchanan manuscripts.[36] Buchanan, it is said, had a habit of preserving nearly everything that came into his hands, and in the interval between his retirement from the Presidency and his death he busied himself in gathering additional documents relating to his career.[37] These papers after having been used by three biographers, only one of whom finished his task, were presented to the Society in 1897 by the nieces of the President.[38] The collection, numbering some 25,000 items, covers all phases of

[32] *Report of the Librarian of Congress, 1926*, p. 58 (Washington, 1926).

[33] *Annual Report of the Librarian of Congress, 1940*, p. 94 (Washington, 1941).

[34] Roy Franklin Nichols, *Franklin Pierce, Young Hickory of the Granite Hills*, p. 547 (Philadelphia, University of Pennsylvania Press, 1931).

[35] *Congressional Record*, 76th Cong., 1st sess., p. 9040 (Washington, 1939).

[36] *Annual Report of the Librarian of Congress, 1940*, p. 94 (Washington, 1941).

[37] George Ticknor Curtis, *Life of James Buchanan*, Vol. I, pp. vii-viii (New York, 1883).

[38] *Ibid.*, p. iv; Hampton L. Carson, *A History of the Historical Society of Pennsylvania*, Vol. II, p. 116 (Philadelphia, 1940).

Buchanan's legal, diplomatic and political career.[39] No restrictions have been placed on the use of the papers.

The Library of Congress has a small group of Buchanan papers.

ABRAHAM LINCOLN

The Lincoln collection of White House papers was deposited in the Library of Congress by Robert Todd Lincoln on May 7, 1919.[40] On January 23, 1923, Mr. Lincoln, by deed of gift, conveyed these papers to the Library of Congress subject to the following reservation:

> . . . to be deposited in the Library of Congress for the benefit of all the PEOPLE, upon the condition, however, that all of said letters, manuscripts, documents and other papers shall be placed in a sealed vault or compartment and carefully preserved from official or public inspection or private view until the expiration of twenty-one (21) years from the date of my death.[41]

In January 1926 the deed of gift was modified as follows:

> . . . It is now my desire to modify the condition of the above deed with regard to inspection of these papers, and I do hereby modify it, so as to give access to said papers to my wife, Mary Lincoln, and to vest in her power and authority at any time during her life or until the expiration of the 21 years from my death to grant a permit to examine said papers to any person or persons who, in her judgment and discretion, should have permission to make such an examination.
>
> And I hereby further modify said deed of gift so as to give the Librarian of the Library of Congress power and authority to have made a complete index of said letters, manuscripts, documents, and other private papers to the end that their safety may be preserved against the time when they shall be opened to the public.[42]

Robert Todd Lincoln died on July 26, 1926, and under the terms of the gift the papers were opened to the public on July 26, 1947.

The Lincoln Collection is composed primarily of the files which were removed from the Executive Mansion soon after the assassination of President Lincoln. The papers were sent to Illinois where they were closed save to Nicolay and Hay in the preparation of their biography. During the years Robert Todd Lincoln eliminated from the Collection all material he regarded as "useless." [43]

[39] B. S. Levin (ed.), *Guide to the Manuscripts Collections in the Historical Society of Pennsylvania*, pp. 22-23 (Philadelphia, 1940).

[40] *Annual Report of the Librarian of Congress, 1948*, p. 14 (Washington, 1949).

[41] Helen Duprey Bullock, "The Robert Todd Lincoln Collection of the Papers of Abraham Lincoln," in *The Library of Congress, Quarterly Journal of Current Acquisitions*, November 1947, p. 5.

[42] *Report of the Librarian of Congress, 1926*, p. 59 (Washington, 1926).

[43] Bullock, *op. cit.*, p. 4.

ANDREW JOHNSON

Howard K. Beale in discussing the manuscripts sources for his study of President Johnson and reconstruction states:[44]

> . . . During his presidency Johnson suffered from writer's cramp and therefore wrote little; that little was always in pencil. Few, then, of the President's own letters remain. But his other papers were preserved with meticulous care; in fact, it was he who first systematized the filing arrangements of the executive offices. His correspondence was voluminous. Many of his letters, to be sure, were from office-seekers and unknown, unsought advisers. But even these present a full and varied record of all shades of opinion.

Johnson's rehabilitation, according to one of his biographers, is no doubt due to the detailed and unexpurgated collection of records which he left to his family.[45]

The Library of Congress acquired this very important collection for $7,500 in two purchases from the Johnson heirs. The first purchase was made in 1904 from the grandson of the President, Andrew Johnson Patterson of Greeneville, Tennessee; the second from Mrs. Andrew Johnson Patterson of Greeneville in 1931.[46] The letter books of outgoing correspondence from the Executive Mansion are missing from this collection, having been lost by a person to whom Johnson's family had loaned them.[47]

The Johnson papers are open to investigators.

ULYSSES S. GRANT

There is no large body of Grant manuscripts extant. The General was not a prolific letter writer and had but a limited correspondence with his political associates.[48] Some of the letters he received were returned to the senders in the years after his Presidency and many are said to have been destroyed by Grant himself.[49] The Library of Congress has a small collection of Grant material, the bulk of which was presented to the Library by U. S. Grant III, grandson of the President.[50] The Library has also made purchases

[44] Howard K. Beale, *The Critical Year, A Study of Andrew Johnson and Reconstruction*, p. 408 (New York, Harcourt, Brace and Company, 1930).

[45] Robert W. Winston, *Andrew Johnson, Plebian and Patriot*, p. 529 (New York, 1928).

[46] *Report of the Librarian of Congress, 1904*, pp. 50-51 (Washington, 1904); *Report of the Librarian of Congress*, 1931, p. 59 (Washington, 1931); *Congressional Record*, 76th Cong., 1st sess., p. 9047 (Washington, 1939).

[47] Beal, *op. cit.*, p. 407.

[48] W. B. Hesseltine, *Ulysses S. Grant, Politician*, p. vii (New York, 1935).

[49] *Ibid.*, p. viii, Samuel Eliot Morison, *op. cit.*, p. 27.

[50] Information furnished by Manuscripts Division of the Library of Congress.

of scattered Grant items from time to time. There are no restrictions on the use of the Grant material.[51]

RUTHERFORD B. HAYES

Most of the Hayes papers are filed in the Hayes Memorial Library, located on President Hayes' estate, Spiegel Grove, Freemont, Ohio. The Library was erected in 1914 by the State of Ohio in fulfillment of the conditions under which Spiegel Grove was deeded to the State by Colonel W. C. Hayes, son of the President. It is controlled and managed for the State by the Ohio Archaeological and Historical Society which has its headquarters in Columbus, Ohio. The deed of gift directed that President Hayes' library, papers, pamphlets, and memorabilia be housed in the completed building, which was to be maintained by the State in cooperation with the Rutherford B. Hayes-Lucy Webb Hayes Foundation. The manuscript collection, which is open to the public, contains over 75,000 pieces and is believed to be fairly complete.[52]

The few Hayes papers in the Library of Congress were acquired mainly by gift but there have been minor purchases of scattered items. No restrictions are imposed on the use of this collection.[53]

JAMES A. GARFIELD

Garfield began his brief tenure as President after a long period of public service — two years in the Union Army and eighteen years of prominence in the House of Representatives. During this period he carefully preserved

> . . . all his official papers; his letter-books and letters; his manuscript journals, school and college notes and memorabilia; the vast mass of letters received by him and a large collection of pamphlets and newspaper clippings bearing on his career. All this material, through the wise judgment of his wife, was systematically organized, classified, bound up in volumes and indexed — a task which occupied the time of Joseph Stanley-Brown, formerly his secretary, for the space of about eighteen months. This done, the papers were placed in a memorial room at Mentor, built as an addition to the house which had been the Garfield residence since 1877, and there they remained untouched for thirty years.[54]

[51] *Annual Report of the Librarian of Congress, 1940*, p. 94 (Washington, 1941).

[52] *The Hayes Memorial Library, Annual Report, 1937-38*, pp. 5-7; Samuel Eliot Morison, "The Very Essence of History," *op. cit.*, p. 27.

[53] *Annual Report of the Librarian of Congress, 1940*, p. 94 (Washington, 1941).

[54] Theodore Clark Smith, *The Life and Letters of James Abram Garfield*, Vol. I, p. vii (New Haven, Yale University Press, 1925).

The papers were then placed in the hands of Professor T. C. Smith of Williams College, of which Garfield's son Harry was President, for use in the preparation of a biography of the President.[55] In the period 1930-31 this material was presented to the Library of Congress as a joint gift from Garfield's children James R. Garfield, Harry A. Garfield, Irvin McDowell Garfield, Abram Garfield, and Mrs. Joseph Stanley-Brown.[56]

The material is restricted and can be examined only by permission of the Garfield family.

CHESTER A. ARTHUR

The main collection of Arthur's papers was destroyed.[57] The Library of Congress has a small Arthur collection, primarily a deposit from Chester A. Arthur, III, which is open to the public.[58] Other Arthur papers were obtained from Mrs. L. R. Mitchell whose father J. C. Reed often helped the President in the preparation of state papers. This collection is small and not of great historical importance.[59] The Library has spent $500 in the purchase of miscellaneous Arthur letters.[60]

GROVER CLEVELAND

The papers of Grover Cleveland are in the Library of Congress. Some 30,000 Cleveland manuscripts were deposited with the Library before 1918 and to this collection was added in 1923 and 1924 the material used by Professor Robert M. McElroy in the preparation of his biography of Cleveland.[61] Professor McElroy in describing the material which came to the Library in 1923 and 1924 wrote:

> Mr. Cleveland, as have all our Presidents, left an enormous mass of manuscript material, but he left it in chaotic condition. The papers were packed into rough wooden boxes, without systematic arrangement, the important and the unimportant thrown together; and many of the most valuable manuscripts contain neither title, date, nor other indication of the purpose for which they were prepared. In most cases, except personal letters, the very authorship of

[55] *Ibid.*, p. ix.

[56] *Annual Report of the Librarian of Congress, 1931*, p. 59 (Washington, 1931).

[57] George Frederick Howe, *Chester A. Arthur, A Quarter-Century of Machine Politics*, p. 292 (New York, 1934).

[58] *Annual Report of the Librarian of Congress, 1938*, p. 44 (Washington, 1939).

[59] *Report of the Librarian of Congress, 1925*, pp. 56-57 (Washington, 1925).

[60] *Congressional Record*, 76th Cong., 1st sess., p. 9047 (Washington, 1939).

[61] *Handbook of Manuscripts in the Library of Congress*, p. 63 (Washington, 1918); *Report of the Librarian of Congress, 1923*, p. 44 (Washington, 1923).

the manuscript would be in doubt but for the fact that all are written in "copper plate," as he called his own neat but distressingly illegible handwriting. Practically every letter, message, proclamation, executive order, even the publicity notices and the successive copies of addresses often revised, are wholly in his own hand.

He apparently made no attempt to keep his files complete, and frequently the only copy of an important document was given to some friend who wished a specimen of his handwriting.

The forty or fifty thousand miscellaneous documents, mostly letters to the President, but including the final copies of many of his presidential messages, which he brought from Washington at the end of his public life, he stored in a wing of Colonel Lamont's country house at Millbrook, New York, and apparently forgot.[62]

After finishing his biography, Professor McElroy arranged with Mrs. Preston, the President's widow, to deposit the papers in the Library of Congress.

The Cleveland papers, which are now owned by the Library of Congress, are open to investigators.

BENJAMIN HARRISON

The papers of Benjamin Harrison were deposited in the Library of Congress over a period of years beginning in 1915 by the President's widow, and daughter, Mrs. James R. McKee. In 1933 these deposits were converted into a gift. The Harrison material, described by the Library as voluminous and illustrating all portions of the President's life, is open to the public.[63]

WILLIAM McKINLEY

The papers left by President McKinley were presented to the Library of Congress in 1935 by George B. Cortelyou, the President's executor, who as Secretary to the President was associated with him more intimately than any other man.[64] One biographer, who had access to these records before they came to the library, wrote that Mr. Cortelyou kept a close lookout for biographical material and that he

> . . . treasured all the official and private correspondence, documents of every description, memoranda in the President's handwriting, drafts of speeches and messages, reports of telephone conversations, photographs, pamphlets, and

[62] Robert McElroy, *Grover Cleveland, the Man and the Statesman,* pp. 387-388 (New York, Harper and Brothers, 1923).

[63] *Report of the Librarian of Congress, 1933,* pp. 27-28 (Washington, 1933).

[64] *Report of the Librarian of Congress, 1935,* p. 33 (Washington, 1935).

countless other items of interest. In addition he preserved his own shorthand notes of occasional remarks made by the President, and kept a diary in which were recorded, from a peculiarly intimate point of view, all the daily happenings of importance, in the White House, at Canton, or in the trains which carried the President to various parts of the country.[65]

The McKinley papers are restricted and permission of the Cortelyou family must be obtained to examine this material.[66]

THEODORE ROOSEVELT

Theodore Roosevelt presented his papers to the Library of Congress in 1917. The collection which has been increased by gifts from the Roosevelt family is now regarded as complete as may be. The records, originally subjected to reasonable restrictions which permitted their examination to 1909, are now open to the public.[67]

WILLIAM HOWARD TAFT

The voluminous collection of President Taft's private and official papers, estimated to contain a half million items, is on deposit at the Library of Congress.[68] William Howard Taft made the first deposit in 1919 and since that time the collection has been augmented by Mr. Taft and members of his family. Access to the Taft papers is subject to the approval of his literary executors — Robert, Charles, and Helen Taft (Manning).[69]

WOODROW WILSON

The papers of President Wilson were given to the Library of Congress by Mrs. Wilson in 1939. This material, described by the Library as one of its most distinguished collections of manuscripts, consisted of approximately 180,000 pieces and covered the whole of President Wilson's life. Before transfer to the Library the papers had been in the possession of Ray Stannard Baker for use in the preparation of his *Woodrow Wilson: Life and Letters.*[70] The

[65] Charles S. Olcott, *The Life of William McKinley*, Vol. I, p. vii (Boston, Houghton Mifflin Company, 1916).

[66] Information furnished by Manuscripts Division of the Library of Congress.

[67] *Report of the Librarian of Congress, 1919*, p. 33 (Washington, 1919); "Theodore Roosevelt" in *D.A.B.*; and information furnished by Manuscripts Division of the Library of Congress.

[68] Henry F. Pringle, *The Life and Times of William Howard Taft*, Vol. II, p. 1081 (New York, 1939).

[69] *Ibid.*, Vol. I, p. vii; *Report of the Librarian of Congress, 1920*, pp. 36-37 (Washington, 1920).

[70] *Annual Report of the Librarian of Congress, 1940*, pp. 92-93 (Washington, 1941); *Annual Report of the Librarian of Congress, 1946*, p. 356 (Washington, 1947).

Wilson records fall into six main categories: the Executive or Official File, the Confidential File, the Personal File, the Peace Conference File, correspondence covering the period from retirement to death, February 3, 1924, and pre-Presidential letters and documents. The weight of these files, with the containers, was more than five tons.[71]

The collection is open only to those receiving special permission from Mrs. Wilson.[72]

WARREN G. HARDING

Mrs. Harding before her death collected and destroyed much of President Harding's correspondence. What remains, outside of scattered specimens, is in the possession of the Harding Memorial Association at Marion, Ohio. It is understood that this material is closed alike to general reading and to individual research.[73] The Library of Congress has a small Harding collection, gifts of the President's sisters and others, which is open to the public.[74]

CALVIN COOLIDGE

Shortly after President Coolidge retired to private life he directed that 50 steel transfer files of his correspondence and other papers which had been left at the White House be transferred to the Library of Congress. The papers, however, remained under Mr. Coolidge's control with respect to access or consultation, a right which Mrs. Coolidge exercises today.[75] A considerable body of Coolidge papers, mostly of a personal nature, remain in the hands of his widow.[76]

HERBERT HOOVER

President Hoover's White House papers are in the Hoover Library on War, Revolution and Peace at Stanford University, Palo Alto, California.[77] This voluminous collection is open only to those

[71] Ray Stannard Baker, *Woodrow Wilson: Life and Letters*, Vol. I, pp. xvii-xx (Washington, 1927).

[72] *Annual Report of the Librarian of Congress, 1940*, p. 93 (Washington, 1941).

[73] Samuel Hopkins Adams, *Incredible Era, The Life and Times of Warren Gamaliel Harding*, p. v (Boston, 1939); "Warren G. Harding" in the *Dictionary of American Biography*.

[74] *Report of the Librarian of Congress, 1926*, p. 61 (Washington, 1926); *Report of the Librarian of Congress, 1940*, p. 94 (Washington, 1941).

[75] *Report of the Librarian of Congress, 1929*, pp. 52-53 (Washington, 1929).

[76] Samuel Eliot Morison, "The Very Essence of History," *op. cit.*, p. 27.

[77] *The Hoover Library on War, Revolution and Peace, Stanford University, Annual Report of the Chairman of Directors, 1939-40*, p. 21 (Stanford University, 1940).

securing special permission from Mr. Hoover and upon specification of the purpose.

FRANKLIN D. ROOSEVELT

The papers of President Franklin D. Roosevelt, by far the largest collection of Presidential papers in existence, are by the President's action the property of the Nation. This collection, over 4,400 cubic feet of material, is housed in the Franklin D. Roosevelt Library at Hyde Park, New York. The Library, built on land donated by the President and his mother with funds contributed by some 28,000 persons, is maintained by the Federal Government, and is administered by the National Archives and Records Service of the General Services Administration.[78]

The Roosevelt papers are remarkably complete. The President attributed the kindling of his collector's instinct to William H. Chase of Bartlett's Book Store in Boston whose advice he frequently sought when serving as librarian of the Hasty Pudding Club:

"One of the first things that old man Chase said to me, . . . was, 'Never destroy anything.' Well, that has been thrown in my teeth by all the members of my family almost every week that has passed since that time. I have destroyed practically nothing. As a result, we have a mine for which future historians will curse me as well as praise me. It is a mine which will need to have the dross sifted from the gold. I would like to do it, but the historians tell me I am not capable of doing it . . . It is a very conglommerate, hit-or-miss, all-over-the-place collection on every man, animal, subject or material. But, after all, I believe it is going to form an interesting record of this particular quarter of a century . . . to which we belong."

[78] Proposed legislation designed to bring about the deposit of the personal papers and other personal historical documentary materials of the President, his successors, and other high level Government officials, with the National Archives of the United States has recently been introduced in Congress. Three bills, H.R. 7545, H.R. 8353, and H.R. 8416, in which such a provision is included, are at present pending before the Committee on Expenditures in the Executive Departments of the House of Representatives. These bills authorize the Administrator of the General Services Administration to accept for deposit in the National Archives:

"The personal papers and other historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: *Provided*, That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs: *And provided further*, That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values."

Approximately 85 percent of the Franklin D. Roosevelt papers are now open for research. For the time being the following categories are restricted: (1) investigative reports on individuals; (2) applications and recommendations for positions; (3) documents containing derogatory remarks concerning the character, loyalty, integrity, or ability of individuals; (4) documents containing information concerning personal or family affairs of individuals; (5) documents containing information of a type that could be used in the harassment of living persons or the relatives of recently deceased persons; (6) documents containing information the release of which would be prejudicial to national security; (7) documents containing information the release of which would be prejudicial to the maintenance of friendly relations with foreign nations; and (8) communications addressed to the President in confidence.

These papers are to be re-examined periodically, and it is believed that within 25 years all but a comparatively few items will have been removed from the restricted list.[79]

[79] *Tenth Annual Report of the Archivist of the United States on the Franklin D. Roosevelt Library*, 1948-1949 (Washington, 1950); Theodore C. Blegen, "Preserving the President's Papers," an address of May 5, 1939, before the Minnesota Committee for the Franklin D. Roosevelt Library, Inc.; Waldo Gifford Leland, "The Story of the Franklin D. Roosevelt Library," address on the occasion of the opening of the Franklin D. Roosevelt papers for research, Franklin D. Roosevelt Library, Hyde Park, N. Y., March 17, 1950; and various press releases issued by the Office of Public Information and Reports, G. S. A., in connection with the opening of the FDR papers on March 17, 1950.

THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The National Historical Publications Commission took steps on June 15, 1950 to comply with President Truman's recent request to consider and report on "what can be done — and should be done — to make available to our people the public and private writings of men whose contributions to our history are now inadequately represented by published works."

The commission will undertake at once a survey of papers that would be appropriate for inclusion in such a publication program, and plans to report to the President in September.

The papers of all those who have made outstanding contributions to the American way of life — industrialists, labor leaders, lawyers, inventors, educators, and those prominent in the arts and sciences as well as leaders in the political and military fields — will be considered for inclusion in the publication program. Anything published will be "completely objective."

It was on the occasion of the publication of the first volume of The Papers of Thomas Jefferson, being edited by Julian P. Boyd under the sponsorship of Princeton University that the President outlined his idea.

Dr. Philip M. Hamer, secretary of the commission, will begin immediately to get in touch with individual scholars throughout the country and with representatives of organizations in such fields as medicine, labor, and law as well as in the social and physical sciences. His report will include consideration of the costs of the program to be recommended and of ways in which publication could be financed.

The members of the commission, in addition to Mr. Grover, who is Archivist of the United States, are Mr. Reed Harris, Division of Publications, Department of State; Maj. Gen. Orlando Ward, Chief of the Historical Division, Special Staff, United States Army; Rear Admiral John B. Heffernan, Director of Naval History, Department of the Navy; Dr. Solon J. Buck, Chief, Division of Manuscripts, Library of Congress; Dr. Guy Stanton Ford, Executive Secretary, American Historical Association; and Dr. Dumas Malone, Professor of American History, Columbia University.

The Identification and Description of the Record Series[1]

By KENNETH MUNDEN

Historical Records Section,
Departmental Records Branch, AGO,
Department of the Army

AS every archivist knows, the records in the custody of an archival depository are divided into groups, each with its component series — sometimes one, frequently several, and occasionally many separate series. Each series, in turn, has its component items. May we agree at the outset that the application of the word "series" is only infrequently arbitrary?[2] Surely no term in an archivist's working vocabulary is more adjusted to the well-established principle of provenance, which, in requiring that the archivist respect or restore the original arrangement given a file at the time of its origin,[3] precluded the possibility of "arbitrary scheming" on his part.[4] For this principle, which requires that every document find its way to that *fonds* and to that place within the *fonds* that it occupied at the time the *fonds* was the registry of an actively functioning office,[5] went much further than, and appeared to be a great improvement on, the principle of *respect pour les fonds*, which provided for the preservation of records by organic

[1] Adaptation of a practical demonstration presented by the writer at a seminar in the Departmental Records Branch, Office of the Adjutant General, Department of the Army, on December 3, 1949; issued previously as Departmental Records Branch *Technical Paper* No. 50-1.

[2] Cf. the definition of "series" in Departmental Records Branch, AGO, *Reference Service Guide for Departmental Records Branch* ([Washington], 1948), Appendix 15-2: "A term arbitrarily applied to a part (or segment) of an organized body of records which part is distinguishable from the whole body of records by virtue of variations in arrangement or subject content, significant volume (as in the case of 201 [military personnel] files), or peculiar physical form of the papers themselves (as in the case of maps, drawings, or oversize files)." Substantially the same definition appears in the more recent Veterans Administration *Manual* M3-8, *Records Management: Disposition of Non-current Records* (Washington, 1949), 2.

[3] Ryszard Przelaskowski, "Schedule of Internal Work in Modern Archives," trans. by Wanda Fernand and Olga V. Paul, National Archives *Staff Information Circular* No. 10 (September 1940), 4.

[4] Johannes Schultze, "Thoughts Concerning the Principle of Provenance," trans. by Historical Records Survey from *Archivstudien* (1931), 3. MS copy in National Archives library.

[5] Przelaskowski, *op. cit.*, 8-9.

units or *fonds* but permitted the archivist to rearrange documents within the *fonds*, to meet current research needs, according to their contents.[6]

The doctrine according to which the archivist must respect the original organization of the records in his charge has been under rather continuing attack, significantly on the grounds that an archival depository should never exist for its own sake but rather for the purpose of affording the researcher as much help as possible, and, therefore, should divide given *fonds* (or shall we say record groups?) into subject classes. Such a rearrangement, it is claimed, would reduce the requirement for the production of finding aids,[7] and in accomplishing it "the archivist would be doing work that is not merely restorative but actually creative in character." [8] The National Archives, as no less the Department of the Army, has taken the middle-of-the-road position of considering "a number of factors, among which both provenance and convenience are especially important," [9] in determining what records constitute a record group, although it does not go so far as to suggest an outright disruption of series. The Army's archivists could not hope to meet the reference demands upon them were they not permitted to create original arrangements for a considerable part of the records in their custody; and in their creations of new series of personnel records, procurement contract files, disbursement accounts files, and other records drawn from the files of thousands of organic units the Army archivists have faced and solved their reference problem in a wholly practical way.[10] No one knows better than the Army archivist wherein lies the proof of the pudding, and he would be the last to urge a rigid application of his principles to his own downfall. On the contrary, he recognizes that the consoli-

[6] Cf. Theodore R. Schellenberg, "European Archival Practices in Arranging Records," National Archives *Staff Information Circular* No. 5 (July 1939), 14. See also Ernst Posner, "Some Aspects of Archival Development Since the French Revolution," *American Archivist*, III: 3 (July 1940), 159-172.

[7] Georg Winter, "Principles of Archival Arrangement," trans. by Historical Records Survey from *Korrespondenzblatt des Gesamtvereins der Deutschen Geschichts und Altertumsvereine*, 78 Jahrg., No. 4-6 (1930), 3. Winter's article responds to the attack of the Swedish archivist Carl Gustaf Weibull on the principle of provenance. MS copy in National Archives library.

[8] Weibull, cited in Schellenberg, *op. cit.*, 16.

[9] *Guide to the Records in the National Archives* (National Archives Publication No. 49-13; Washington, 1948), xii. "A record group is a body of records that constitutes a convenient unit for 'records control' and other purposes of the National Archives."

[10] For an example solution see Organization Records Branch, Records Administration Center, Adjutant General's Office, *History of 201 Processing Operation* ([St. Louis, 1948]).

dation of such great masses of records into well-arranged alphabetical or numerical series serves to underline the obligation to recompose in their original arrangement the residual series not so consolidated, for these attain a profounder significance through the removal of overbalancing appendages, as indeed they grow in value through the weeding of impermanent papers. For the advantage of retaining, within the record group, and within the series deemed worthy of preservation as such, the original arrangement of its components, is obvious to the archivist who takes into account the value of finding media created contemporaneously with the records they serve to make accessible. The "preservation of the original arrangement together with these means of reference is a serious task of an archival establishment . . . it is not a mere pastime, but a sincere effort on the part of the archivist to restore the historical setting in which the records were compiled and utilized." [11]

Only, in fact, by basing his activities on such a solid foundation as the series structure provides is the contemporary archivist able to make any headway at all as he moves gingerly through the mass of records in his charge. What is the record group, if not an ensemble of series? The archivist may be somewhat arbitrary in dividing his records into groups, in dividing his groups into functional subgroups, and even in dividing his subgroups into main series, which stem from basic actions and compare with the dominant theme of a symphony, and subsidiary series, which proceed from actions that are not basic and compare with a symphony's minor themes; he may and possibly should do all these, and he will lose little through an error or two of judgment, so long as the series themselves remain inviolate.

It now follows that in his work of arrangement (using this word in its broadest sense) the archivist must either determine to which series a given component belongs and give this component a place within the series, or he must give a disorganized series its intended or original arrangement.[12] Let us demonstrate the archivist's work by examining the following list of folder titles, grouped presumably by office of origin, which was received as a part of a shipping list at Allied Force Microfilming and Records Depot[13] in Rome:

[11] Winter, *op. cit.*, 9.

[12] Cf. Przelaskowski, *op. cit.*

[13] The Depot operated until March 1948 under Allied Force Records Administration, which controlled the disposition of the records of the combined British-American agencies of the Mediterranean Theater.

PORTION OF THE "LIST OF CONTENTS" OF A SHIPMENT OF THE RECORDS OF MILITARY LIAISON HEADQUARTERS (ALBANIA)

Comn REC BRANCH

332/X	Albania T & T Services
333	Submarine Cable
SX/394	Press
712 Q	Communication Sigs
4481 S & R	Signal

PUBLIC RELATIONS BRANCH

Comd 21	Public Relations
Comd 24	Press Cuttings
4541 S & R	Broadcasting & PWE

RECORDS BRANCH

Comd 27	Activity Reports and Memo on Policy

FINANCE BRANCH

4091 L	Finance Albanian Currency
14417 SR	Financing and Accounting
Comd 5/1	Finance
170 G	Finance Policy
711 Q	Currency and Finance

SHIPPING AND PROCUREMENT BRANCH

4430 S & R	Call Forwards Civil Relief Supplies
4431	Call Forward May June
4432 S & R	Call Forward Civil Supplies June July
4461 S & R	Procurement Policy Part I
4461 S R	Procurement Policy Part II
4463 S R	Procurement New Demands Awaiting Confirmation
4491 S R	Shipping Policy & General
4522 S R	Procurement Soap
4524 S R	Agriculture Requirements & Procurement Part I
4524	Agriculture Requirements & Procurement Part II
4525 S R	Newsprint Procurement
4527 S/R	Sundry Chemicals
4552 S/R	Kossovo Procurement
A/SR/7005	Call Forward

Without actual recourse to these records, the archivist, in reviewing this list, suspects that the order of folders within series has been disturbed. He notes, under "Public Relations Branch," item 4541 S & R, which, he sees, is more properly placed below, under "Shipping and Procurement Branch"; and he concludes that

this item, which pertains to broadcasting, has been grouped with two other items pertaining to other public relations matters, not by its creator but by the agency responsible for the present arrangement. Going on, he studies the item designations and titles listed under "Finance Branch," and he guesses that the five items listed have been drawn from five different series. He soon informs himself that the Historical Section of Central Mediterranean Forces has made this particular arrangement, and he at once recognizes that it is based on the suppositious necessity to reconstruct all of the records of this agency, which is Military Liaison Headquarters for Albania, by subject or according to contents. He discovers also, when he provides himself with an organizational picture of this agency, that a number of the branches named on this and the other pages of this list never existed in fact, of which "Records Branch" is one example and "Public Relations Branch" another. It is then clear to him that he must recompose all of these series, and he begins his work by bringing together all folders bearing a "Comd" file designation, which, he soon learns, is an abbreviation identifying the series kept by the Commander Branch. He selects for his experiment — at this stage his conclusions are hardly final — the two items marked "Comd" under "Public Relations Branch," the one under "Records Branch," the one under "Finance Branch," and all other similarly marked items he finds under other branches of the complete list (not reproduced above) ; brings these items physically together; and arranges them numerically. The results of his labors are shown by the following list of Commander Branch file folders in the order in which he now arranges them:

RECONSTRUCTION OF THE RECORDS OF THE COMMANDER BRANCH, MILITARY LIAISON HEADQUARTERS (ALBANIA)

File Number	*File title*	*Branch with which identified by shipper (non-existent branches are bracketed)*
Comd 2	Supply and Relief	Supply and Relief
Comd 3	Shipping Agent	[Shipping and Procurement]
Comd 4	Intelligence Reports	Commander
Comd 5	Liaison Visits and Reports	Liaison
Comd 5/1	Finance	Finance
Comd 6	New Planning	"G"
Comd 8	Observers' Reports—Correspondence	[Distribution]

Comd 8/1	Observers' Reports — Tirana	[Distribution]
Comd 8/2	Observers' Reports — Scutari	[Distribution]
Comd 8/3	Observers' Reports — Kukes	[Distribution]
Comd 8/4	Observers' Reports — Durazzo	[Distribution]
Comd 8/5	Observers' Reports — Peshkopije	[Distribution]
Comd 8/6	Observers' Reports — Elbasan	[Distribution]
Comd 8/7	Observers' Reports — Berat	[Distribution]
Comd 8/8	Observers' Reports — Korcha	[Distribution]
Comd 8/9	Observers' Reports — Valona	[Distribution]
Comd 8/10	Observers' Reports — Gjinokaster	[Distribution]
Comd 11	Transport Board	[Motor Transport (Civil)]
Comd 12	Relief Commission	Supply and Relief
Comd 14	Detailed Planning	"G"
Comd 15	Sitreps from Command and Weekly Progress Reports	General Staff Intelligence
Comd 15/1	Sitreps from ML to AFHQ	General Staff Intelligence
Comd 16	UNRRA	Supply and Relief
Comd 17	Notes on Meetings and Interviews	General Staff Intelligence
Comd 18	Correspondence with Albanian Military Authorities	"A"
Comd 18-C	Correspondence with Albanian Military Authorities; Clearances with Albanian Military Authorities	Commander
Comd 19	Destitutes in Albania	Relief
Comd 20	Evacuation of Italians	Relief
Comd 21	Public Relations	[Public Relations]
Comd 23	Termination of ML Period in Albania	"A"
Comd 24	Press Cuttings	[Public Relations]
Comd 25	Tirana — Conferences for an Agreement	Liaison
Comd 26	Directives: Policy: UNRRA	Supply and Relief
Comd 27	Activity Reports and Memo on Policy	[Records]
Comd 28	Joint Plan with LFA	"G"
Comd 29	Rescinded Correspondence	Supply and Relief
Comd 30	Military Report on Albania	General Staff Intelligence

As we see, Comd 21, Comd 24, and Comd 27 now find their places in the series of which they are a part. In reconstructing this series, the archivist has drawn its components (in this instance file folders) from a number of positions, which are indicated in the right-hand column of the final list. He sees at once that he has failed

to uncover all of the original components of this series. "Comd 1" is conspicuously missing. He has, however, achieved an intelligible order and fixed the relation of each component to all other components of the series. File "Comd 5/1 Finance," for example, when fixed in this series, becomes properly a record of financial business conducted by the Commander Branch in connection with its liaison work.

This demonstrates what we may call the recomposition of series, and by series we mean a quantity of volumes or books, of letters or envelopes, of papers or files or bundles, or of any other records — a quantity, in short, of archival elements — all of which are qualified in purpose by their unity in a given arrangement; [14] qualified in content by their direct bearing on, or relation to, the same functional subject matter; [15] qualified in their physical properties by their homogeneity of form; [16] and qualified in authorship by the circumstance of their being placed in the series by the direction of officials of one agency or of one or more heirs of the functions of that agency.[17] The series is thus "something more than and different from the arithmetical sum of the single components." [18] Since a document, from the moment it is filed, is part of a series, there does not exist a problem of method of arrangement, either of series in relation to each other, of the position in a series of a component, or of congruity of components.[19] The arrangement imposed

[14] Cf. Raffaele Zitarosa, *Ordinamento dell'Amministrazione Finanziaria e degli Archivi* (Naples, 1937), 37.

[15] Cf. Philip M. Hamer, *The Manual of the Survey of Federal Archives* (Washington: Works Progress Administration, February 1936), 23. "By serial is meant a group of records possessing common qualities as regards contents (that is, relating to the same activity or subject), qualities which permit them to be grouped together in filing and described as a whole in a few words. The organization of groups of records for filing is important in determining what is, or is not, a serial."

[16] But not format, for, as has been observed by William J. Van Schreeven, "Archives consist of . . . papers in a myriad of sizes. . . . All too often an established series may consist of an intermingling of both loose papers and bound volumes." "Stack and Shelf Arrangement of the Archives Division, Virginia State Library," *American Archivist,* XI: 1 (January 1948), 45.

[17] With this definition compare that of Solon J. Buck, who in March 1940 proposed to the Committee on Finding Mediums of the National Archives that a series of records might be defined as "any body of archival material of uniform character systematically organized or filed as a unit and intended to be kept together in a definite arrangement."

[18] Giorgio Cencetti, "Il Fondamento Teorico della Dottrina Archivistica" (abs. by Lester K. Born), *American Archivist,* III: 4 (October 1940), 279-280.

[19] Thus, one cannot fail to understand the motive of a folder labelled "Emily Dickinson" when one sees it as a component of the "ships files" kept by the Ports and Warehouse Division, Transportation and Shipping Subcommission, Allied Commission for Italy.

by the original relationship the archivist seems bound to observe;[20] it is, moreover, his responsibility to combine into series all loose documents which from internal or external indications appear to have formed previously part of a series. Other loose documents, isolated pieces, may be found never to have been given classifications or organized into series: each such piece must be subjected to the archivist's analysis, which will result in a determination of the series with which it should be related or to which it should be annexed. In this process, the archivist is free to follow any method that seems sensible to him, and he may decide to combine the isolated pieces belonging to the record group either according to subject matter or according to the form of the document.[21]

Applying the principles, let me demonstrate now the whole process of identifying, by series, three drawers of records the present order of which corresponds to the following list, which shows the exact titles of all folders and envelopes:[22]

Drawer No. 1

Active Duty Report on Res. Off.
1 Anglo-American Glossary
2 Blank Forms—Language Section
3 Bonds, War
4 Canadian G.S.—Co-operation
5 Cigarette Phrase Book
6 Com'ng Gen. 2 SC SOS
7 Commendations
9 Covers—Colors
10 Criticisms
11 Directives, General
11A Inter-Changes with Chief, Education Branch, SSD, ASF
12 Directives, Phrase Books
13 Distribution—Dictionaries
14 Funds Authorizations
15 Funds—Confidential Vouchers
16 Funds—Expense Acc'ts of Trips to Washington
17 G-2 Finance
19 German-English Military Miscellany
18 General Orders
20 Gov't Printing Office, Corresp.
21 Ink
22 Insurance, Nat. Life
24 Legal Question—Payments to Phrase Book Translators
25 Memoranda, Office
27 Miscellaneous
28 Navy
29 New Words
30 OBJ. I—Bibliography Thru W. D.
31 OBJ. I—French Dict.
32 OBJ. I—German Dict.
33 OBJ. I—Italian Dict.
34 OBJ. I—Portuguese Dict.
35 OBJ. I—Russian Dict.
36 OBJ. I—Spanish Dict.
38 OBJ. III—Defenition [*sic*] Dict.
39 OBJ. V—Abbreviations
40 Objectives and Priorities

[20] Cencetti, *op. cit.*

[21] S. Muller, J. A. Feith, and R. Fruin, *Manual for the Arrangement and Description of Archives*, trans. by Arthur H. Leavitt (New York, 1940), 79, 89.

[22] These records were in place on the speaker's table when this demonstration was presented. The explanation was accompanied by the indicated manipulation.

41 Paper—Waterproofing
42 Personnel, Officers
44 Personnel—Rosters
45 Phrase Books, Key to Priority List
46 Policies
47 Post Office Regulations
48 Premises
49 Production Rates
50 Progress Reports
51 Publications, Army
52 Publications for Exploit
53 Publicity
54 Publicity, Policies on
55 Safeguarding
58 Selective Service
59 Senior Editor, Reports
60 "Set-up" Lang. Sec.
61 Special Orders
62 Station List—Confidential
64 Translator's Marks
65 Translator Exam. Standards
66 Volunteers, Oaths & Affs.
67 WPA Laws
68 WPA M. D. P. Historical [2 folders]
69 WPA M. D. P. Sponsor's Contributions
70 WPA Project Proposals
89 English Mss. Phrase Book
91 Monthly Safeguarding Reports, Executive Officer
93 German Mil. Abbrevs.
96 Personnel, Enlisted Men—General [personal name folders]

Drawer No. 2

201 Intelligence Officer—General File
97 Military Personnel [personal and agency name folders]
56 Scales
99 Credit and Debit Vouchers
106 Receipts, P. O., for Registered Mail, Lang. Sec., MIS
107 Monthly Injury Summary Report of L.S. MIS to USA
108 Senior Editor
109 Forms
180 Alphabeticals A to Z [subdivided alphabetically]

Drawer No. 3

Dictionary Project—Col. Volmer's [*sic*] File [envelope]
406 Director—Col. Vollmer's File
26 Mil. Dic. Proj. to Lang. Sec.
37 OBJ. II—Proposals
181 Addressee Files [personal and institutional name folders]
185 Personnel Officers [personal name folders]
186 Personnel, Military, Former [personal name folders]
187 Personnel, Prospective [personal name folders]
200 Blank Forms, Intelligence Officer
202 Intelligence Officer—Individuals
203 Intelligence Officer—Reports
300 General (Adjutant)
414 Personnel, Applicants
415 Personnel, Jewish
Personnel, General
Glodkowsky Translation 2d Sheets, Col. Vollmer's files, WD Dict. Proj.
[Printer's proof of] TM 30, *German-English Military Miscellany*
Tng Br. Admin Records (Dictionary Project) [envelope]
Dictionary Project [envelope]
W.D. Dict. Proj. for Col. Vollmer's outfit [envelope]

I am told by the transfer agreement covering these records that they belong to the "MIS Language Office," commonly known as the "War Department Dictionary Project," and that they consist of "correspondence, memoranda, and requisitions" pertaining to the "functions, personnel, supplies, and equipment" of that office for the period 1941-1943. The transfer agreement describes the arrangement of these records to be "partly topical" and "partly unarranged," and informs me that this file is referred to as Colonel Vollmer's file; it also identifies Colonel Vollmer as the director of the project.

Taking first a general view of the records before me, I find them organized in accordance with a subject-numeric file scheme, consisting of numbered folders beginning with 1 and ending with 203, together with a folder of loose papers, another folder containing the printer's proof of *German-English Military Miscellany* and three envelopes of material which I do not examine for the moment. There are, in addition, an envelope in the front of the 3d drawer marked "Dictionary Project — Col. Volmer's [*sic*] File" and another folder, also marked "Col. Vollmer's File" but labelled "Director" and in physical appearance not forming a part of the main series of subject-numeric files; this preliminary opinion is given some weight by the fact that it bears the number "406," which clearly lies outside a file scheme embracing numbers 1 to 203; it also differs from the folders of what appears to be the main series in that it is a short rather than a long folder. I note also files 300, 414, and 415, toward the end of the third drawer: these too appear to fall outside the main series.

Returning now to the first drawer, which contains a portion of what I have determined to be the main series, I thumb through it quickly to note that files 8, 23, 26, 37, 43, 56, 57, 63, 71 to 88, 90, 92, 94, and 95 are missing in the first drawer. In passing, I reverse the order of 19 and 18. Going on to the second drawer, I note the absence of files 98 and 100 to 105. Files 110 to 179, inclusive, are missing also from this drawer, which ends with file 180, subdivided alphabetically. In proceeding through this drawer I find file 56, one of those noted as missing in my examination of the 1st drawer, and since my knowledge of these records has now advanced to the point where I feel justified in moving its components about I place this folder in its proper position after 55. I similarly dispose of file 201, by placing it properly in the third drawer, and to their proper positions in the first drawer I move files 26 and 37 from

the third drawer, in which I note the absence of files 182, 183, 184, and 188 to 199.

I return now to the second drawer to examine file 97, entitled "Military Personnel," which begins with an independent folder containing papers on that subject. Following this folder are other folders bearing names of people or agencies, the first one being entitled "Chief of Finance," the second "Brooks, Norman E," the third "Civil Service, United States," the fourth "Coast and Geodetic Survey, United States" and so on, but none bearing a numerical designation. I am struck immediately by the fact that at least one of these folders — that entitled "Mencken, H. L."— does not belong in a "Military Personnel" subseries, and I pull up the file bearing his name for some clue leading to the proper arrangement of his and the other folders under discussion. In passing I am interested in noting the influence of Mr. Mencken's *The American Language* on the "dictionary project" with which these records are concerned. In fact, Colonel Vollmer writes Mr. Mencken, "We exploited all the words from your book," and it was the initial contribution on slang words to Colonel Vollmer's manuscript; but apart from this bit of information, which throws an additional ray of light on the nature of the records before me, I find nothing to help me reduce this subseries to its original composition. I look next at a folder entitled "Adjutant General, The" and run into luck, for here I find the file designation "181 Adjutant General" written on the first letter filed in this folder. Looking in the third drawer, which I have not so far examined in detail, I discover that file 181, entitled "Addressee Files," is subdivided also into components, among which I note "Internal Security Division, Director," the first file item of which bears a similar file mark, *i.e.*, "181, — Director Internal Security Division." I now thumb quickly through the folders filed under 97 "Military Personnel," and identify all those bearing the file designation 181, at the same time identifying other folders belonging under 96, "Personnel, Enlisted Men — General" and 180, "Alphabeticals A to Z." I have now a mandate to sort all the folders composing these various subseries into separate subseries for "Military Personnel" (97), "Alphabeticals A to Z" (180), and "Addressee Files" (181); and at the same time to arrange appropriately similarly constructed subseries of folders under "Personnel Officers" (185), "Personnel, Military, Former" (186), and "Personnel, Prospective" (187). Even in the absence of file marks it will be a simple matter to decide which folders belong under "Military Personnel," "Personnel, Officers,"

"Personnel, Military, Former," and "Personnel, Prospective," respectively, as the lines of demarkation among these subseries are fairly clear, although admittedly the subseries are not mutually exclusive; but I do not perceive immediately the difference between "Addressee Files" and "Alphabeticals A to Z." The "alphabeticals" I find on further examination to contain correspondence with individuals and government agencies, arranged alphabetically in one subseries by personal or agency name. Each item of the "Addressee Files," so far as I can determine at the moment, is filed by the name of the addressee appearing on the document, while the names under which the papers in the "alphabeticals" subseries are filed are often the subjects of letters or memoranda. My final decision is to arrange not only all items bearing the number 180 under that number but all other items not bearing the file mark 181.

I begin again at the first drawer and proceed with a more intensive examination of the records to bring out the essential information about their functional content, and I note for the first time that the folders are alphabetically as well as numerically arranged from nos. 1 to 70. This convinces me that the whole series is broken into blocks, and that numbers apparently missing were in all probability never used. File 26, I find, contains a 1942 report on the work of the Military Dictionary Project, and from this report I make a note of the project's three main objectives, *viz.*, (1) the preparation of military dictionaries covering equivalents in six foreign languages for use by the Army of the United States, to cover terms and phrases in English, Spanish, Portuguese, Russian, German, Italian, and French; (2) translation of foreign military books, periodicals, newspapers, pamphlets, etc., as directed by the MID, G-2; and (3) production of a wholly English dictionary of military terms for the use of the Army of the United States. Throwing additional light on these objectives are separate files on the German (32), the Italian (33), the Portuguese (34), the Russian (35), and the Spanish (36) dictionaries, all of which fall within the first objective; a file entitled "OBJ. II — Proposals" (37) pertaining to translations of specific foreign technical publications; and the file entitled "OBJ. III — Defenition [*sic*] Dict." (38), which derived military terminology from War Department publications. The documents in files 25 ("Office Memoranda") and 27 ("Miscellaneous") appear to be of some philological importance; Office Memorandum 23, for example, discusses the translation of foreign verbs into English and the treatment of adjectives and plural nouns; and a memorandum in file 27 discusses the spe-

cial difficulties in translating Spanish legal terms. In the category of administrative or housekeeping records fall folders of personnel rosters, Post Office regulations, and funds and accounting correspondence. File 68, "WPA M.D.P. Historical," in two parts, I find to contain an abundance of information on the history of the project and, equally important, a "Manual of Procedures." Files of an informational character would appear to include 93, pertaining to German military abbreviations, and 65 on examination standards for translator. All of these files add materially to my understanding of the men who composed the Language Section, the manner and quality of their work, and the kind of organization they had.[23]

Looking now at the discrete items, noted in my initial examination of these records, I note, first, three envelopes of loose material apparently sent by the Training Branch of the Military Intelligence Division to that Division's Administrative Records Branch, the covering note of which proves that these envelopes were stored without cross-referencing to or incorporation in the files of the Administrative Records Branch. That the contents of these three envelopes do not belong with the records of the Language Section is apparent from the fact that they include original letters sent by the Director of the Language Section to the chiefs of the Geographic and Training branches, as well as material received from other sources by, or created in, those branches. I therefore lay aside these envelopes (together with an envelope of similar material found at the beginning of the third drawer) in anticipation of restoring them to the series of which they were originally parts. Other discrete items are 406, 414, and 415 (the last with its companion "Personnel, General" folder), which clearly lie outside the scheme of my main series. I soon determine these to be files kept by the administrative assistant to the director of the Language Section. These too are laid aside in the hope of ascertaining the whereabouts of the series of which they are a part. Still another discrete item, a file numbered 300 and entitled "General," appears to have been a file kept by the adjutant to the Director of the Language Section, and it, together with the first folder in the first drawer ("Active Duty Report. . . ."), which appears to be a file kept by the Adjutant, is laid aside. The "Glodkowsky Translation" and the printer's proof I annex to my main series.

[23] "At the Language Section headquarters a hundred scholars, poets, assorted literary folk and clerks keep busy." *New York Times*, August 25, 1942. The Section's file 70, "Publicity," shows that its work was well publicized throughout its existence.

It will have been recalled, as I have put aside the discrete items, that the components of our series must be qualified in a number of respects. These qualifications bear repeating here, as I reexamine the discarded material: The components of a series are *qualified* —

How	*By what*
1) in purpose	unity in a given arrangement
2) in content	direct bearing on, or relation to, the same subject matter
3) in physical properties	homogeneity of form
4) in authorship	the circumstance of their being placed in the series by the direction of officials of one agency or of one or more heirs of the functions of that agency

Since *all* of the components of what I have established as my main series must meet *all* of these qualifications, the discarded records are ineligible. They have, of course, in content, a direct bearing on the functional subject matter of this series, and their form is homogeneous with its components; but they are clearly not united with those components in their arrangement; and, moreover, their authorship is at variance with the authorship of the series, although the adjutant's records and those of the administrative assistant belong to the same record group.

To the archivist who has succeeded in identifying his series, the composition of its description is of little moment. A typical accession, however, sometimes reduces the best of archivists to a state of befuddlement. In the style of imaginary archivists X and Y, let me describe the series I have succeeded in identifying. X would say:

> General files of correspondence, memoranda, requisitions, work orders, minutes, briefs, synopses, publications, reports, commendations, and forms, together with miscellaneous directives, studies, manuals, and appreciations, pertaining to policies, procedures, organization, and program in connection with the compilation of military dictionaries of foreign languages.

Y would have it thus:

> Personnel files; correspondence with H. L. Mencken and other noted individuals; nonrecord copies of War Department publications; papers concerning the compilation of French, German, Italian, Portuguese, Russian, and Spanish dictionaries; and miscellaneous other records.

X is overly concerned about the form these records happen to take; Y, on the other hand, has described adequately some of the func-

tional content, but has failed to account for the motive holding these components together as a series.

The requirements of a description of series suggest themselves. To describe a series it is but necessary to —

What	*How*
1) attribute it	to the office of origin
2) name it	comprehensively
3) qualify it	functionally
4) match it	against a given arrangement
5) limit it	by date
6) measure it	quantitatively

To attribute this series to its office of origin, I identify it as created by the Language Section, Military Intelligence Service. To name it, I call it the "Director's Subject File," and add, to qualify it functionally, "of the policy and operational direction of the WPA-sponsored project for the production of English-foreign-language and U. S. military terminology dictionaries and phrase-books, for the use of U. S. military personnel in World War II, and for the translation of foreign technical publications for intelligence purposes." To match it against a given arrangement (in this case subject-numeric), to limit it by date, and to measure it quantitatively are requirements easily met.

I have attempted to argue the protection of the series. But a practical yardstick against which the series may be measured, and a statement of the requirements of a series description — both essayed in this paper — although constituting some argument, do not carry the full burden of the proof. This the archivist, confronting whatever records that come his way — as he asks and answers the question, is this less than a series? more than a series? or equal to a series? — must propound to himself.

TERRITORIAL PAPERS OF THE UNITED STATES

Publication of the second and final volume of the territorial papers of Illinois, covering the years 1814-1818, was announced recently by the General Services Administration.

The volume is the 17th in the series entitled "The Territorial Papers of the United States" and is published under the authority of an Act of Congress. Dr. Clarence E. Carter, formerly of the Division of Historical Policy Research of the Department of State, is the editor. This Division was transferred to GSA on May 24 under President Truman's Reorganization Plan No. 20, and is now a part of GSA's National Archives and Records Service.

Included in the volume just published are documents on the second and third administrations of Governor Ninian Edwards and the "Executive Register of the Territory of Illinois" for the years 1809 to 1818. The Territory of Illinois, during this period, included, in addition to what became the State of Illinois, portions of what are now the States of Wisconsin, Michigan and Minnesota. Documents embraced in the volume are from the archives of the Federal Government in the National Archives, except for the Executive Register, which is from the Illinois State Archives. The bulk of the volume is comprised of correspondence between the Governor and other territorial officials and the heads of the executive departments in Washington, the Commissioner of the General Land Office, the Superintendent of Indian Trade, and the territorial delegate in Congress.

Volume XVII of the territorial series will be sold by the Superintendent of Documents, Government Printing Office, Washington, D. C., for $4.00.

Archives of the United Church of Canada

By E. C. KYTE

Committee on Archives
United Church of Canada

IT has been asserted that the Catholic Church has always had an historical sense. The *Jesuit Relations* are evidence of this. The Protestant denominations, however, have lacked something of this sense, with the result that precious records have been destroyed. The Congregational, Methodist, and Presbyterian Churches that now make up the body known as The United Church of Canada were particular sinners in this respect. Their itinerant ministers covered long miles, in every kind of weather, over snow-covered trails or unspeakably bad roads, to visit little congregations or single isolated families. They preached, they baptised, they comforted the sick, they buried the dead, they conducted marriages when that was allowed, which was not always. Their communion rolls, their registers of birth and death were carried with them, in saddle bags if they rode; their letters, diaries, correspondence of every kind remained in pocket or cumbered their living-rooms. Removing to a new circuit, some was destroyed, some carried off: the book filled, the life fulfilled, neither clay nor paper was preserved.

Such living for the day made difficulties for those who came after. A few Methodist and Presbyterian churches became repositories for records in the Maritimes and in the Province of Quebec. Ontario (Upper Canada) preserved a collection of documents at Queen's University, a Presbyterian foundation, and there were also Methodist and Baptist hoards. The Congregational Church, which began in Halifax as early as 1750, had no headquarters office anywhere in Canada until 1919. To quote Mr. H. W. Barker: "in the early days . . . there was no past to consider . . . to keep important papers at home was convenient and the work in hand shut out the generations to come.

Soon after the formation of the United Church of Canada in 1925, a standing Committee on Historical Matters was set up to discover, collect, and preserve the historical documents of the

Church. The Committee had little money and did as much, but documents were obtained. In 1932 it changed its name to "The Committee on Archives." In this sign it continued placidly for fourteen years, after which, under the guidance of Dr. Lorne Pierce, its new chairman, it drew up a plan of campaign and asked for the necessary funds. In 1940 a Central Archives Collection had been begun in Victoria University, Toronto. Much had been gathered by successive archivists, but this had been "confined to a small room off the main General Council office, where material was crowded into boxes and on the tops of shelves without any classification or catalogue whatever." The move to Victoria, where for the first time it was brought under professional attention, showed this nucleus to be composed of volumes dealing with Church history (mainly Methodist), with special fields, such as the disputes over Clergy Reserves, and manuscripts, letters, pamphlets, newspapers, diaries, local histories of places and churches, heresies, Indian missions, and hymns.

The present Archives Department at the University is made up of the Archives of the United Church and the Victoria University Collection in Canadian Church History. The two overlap slightly, but tend more often to supplement each other. The whole is cataloged and readily available.

Although the reports of the Committee on Archives, addressed biennially to the General Conference, were concerned almost wholly with the central collection, some work was being accomplished elsewhere. The structure of the United Church is military, if not militant. General Headquarters is at Toronto; Corps is Canada-wide, from Newfoundland to British Columbia: each Corps is entitled a Conference. The Divisions are called Presbyteries; the Battalions are the individual churches. Unlike the Army, however, our numbers vary. The Newfoundland Conference has only six Presbyteries, while that of the Maritimes has eighteen, and the churches are 84 as against 326. The number of Pastoral Charges for the whole Dominion is over 2,700.

These statistics are given as "corroborative detail." Each of the 2,700 churches possesses archival material in the shape of deeds, communion rolls, and registers. In addition, there are closed churches, affected by the merging of the three denominations; there are "lost" churches that served the people perhaps a century ago and have ceased to exist when a little community perished or was transferred. There are many records that are in private hands; there are diaries, collections of letters, and minute books that moul-

der in attics. The Department of Archives has a place for all when found.

Now, as to the actual working of our charge. The Central Collection is at Victoria University, Toronto, and each Conference has an archives library and a historical committee. The Newfoundland library is at St. John's; the Maritime Conference has a collection at Halifax, principally Presbyterian, and another at Sackville, mainly Methodist. The Montreal and Ottawa Conference has its larger library at McGill University, Montreal. Queen's University in Kingston, Ontario, houses the small savings of the Bay of Quinte Conference; much Methodist material from this district is safe in Toronto. Also in Toronto is the library of the Hamilton Conference, but the London, Ontario, Conference keeps its own important library, which is in excellent order. Manitoba, Saskatchewan, Alberta, and British Columbia have libraries of varying value. Problems of storage seriously effect the efficiency of three. British Columbia has two excellent libraries, and there are other collections relating to the Church of that Province: one at the Provincial Archives in Victoria, Vancouver Island, and the other a part of the important Municipal Archives Library in the City of Vancouver.

What kind of material makes up a Church archives library? There is, first, an imposing array of minute-books: minutes of Conference, of Synod, of Presbytery; and minutes of organizations, such as the Women's Missionary Society. Then there are registers of birth, marriage, and death for individual churches and treasurer's reports. Next we find matter that may be classified as history: histories of local churches, and circuits. Then come the personalia: diaries, some of more than local importance, correspondence, appeals to the Society for the Propagation of the Gospel in England and to the Colonial Committee in Edinburgh. Recently, in 1949, more detailed investigation of a store of books and manuscripts that had been for a century in a Conference library revealed such rarities as a copy of Jones' translation of the *Methodist Discipline* into the Indian tongue; a Scottish student's notes, in Latin, on a course of lectures in logic, 1697; the correspondence of two gallant soldier-preachers, Duncan McColl, 1790-1820, and Matthew Richey, 1820-1850; and a sixteenth century copy of Bale's *Paraphrase.*

The Conference libraries, like Topsy, "jest growed," for the most part fortuitously and without evidence of method. One or two (London and British Columbia, apart from the Central Collec-

tion) had been cared for, arranged, and made available for reference use before the war. Since 1946, the majority of the other Conferences have come or are coming into line. There is no uniform system of classification or of cataloging. That is something to occupy a committee with far more time and money than we possess. Our aim is to interest the Conferences and their archivists in making orderly collections out of dusty and disorderly heaps: a kind of "grouping practice." Only when this is accomplished in every Province shall we be able to raise our sights.

If the present emphasis rests upon the Conference library it is because that library, in each Province, represents a focal point of interest. It is a collection in being, whatever its condition; and to call the attention of the United Church to possessions of historical value is to make an opening for the discussion of the whole subject. We foreshadow an organization in which the local church will retain its registers in active use, sending the completed volumes to the Presbytery library. Historical data, in the same way, will go to the Presbytery, unless their scope is wide enough to be of use to the Conference. Matters important to the Church in the Province will be passed to the Conference library: matters of concern to the Church as a whole will come to Toronto and have safe-keeping in Victoria University.

For such an organization to be effective, a union catalog is necessary. It is important that an inquirer in Moose Jaw shall be able to discover at once where the registers are of a prairie church in which his parents were married, for that type of inquiry is by far the most frequent. Are they kept by the local church, have they been sent to the Presbytery, are they at the Conference library, or have they gone to Toronto? And why? It may be possible for the General Council to order that all registers earlier than a certain date *shall* be kept by the Central Archives Library. This has been done by the Church of Scotland. In any event, the necessity for a union catalog remains. At the moment, and with the funds at call, such a project seems like that which would send a plane to the moon; but it is possible, if funds are made available, and therefore must be kept in mind. The much larger bibliographical project, now being considered, a *Bibliography of the Religious Life of the People of Canada*, will have its difficulties immeasureably lightened if our catalog is in being. The Church is young: "Time is with us and hands are free." Therefore we hope and press forward.

New Developments in Record Containers

By ARTHUR E. KIMBERLY

The National Archives

ARCHIVISTS and others concerned with the preservation of records have long searched for a record container which would combine low cost, light weight, ready accessibility, and good performance in service with a reasonable degree of protection against heat, fire, and water. Sheet metal, cardboard, wood, and various combinations of these materials have been used in the fabrication of containers according to a variety of designs, both simple and complex. Many of these containers have shown desirable characteristics in use but none affords fire resistance in combination with other essentials.

An investigation of record containers recently conducted at the National Archives points the way for progress along these lines by: (1) Outlining the qualities of the ideal container; and (2) Reporting the development of a container made from new materials, which approaches the ideal more closely than those containers hitherto available.

The characteristics of an ideal record container are:

a. Proper design. The design must be such that:

1. The ratio of the quantity of records stored within the container to the amount of space occupied by the container is high.
2. The box is easy to handle in both the closed and open position.
3. The interior of the box is reasonably smooth so as to permit easy movement of the records contained therein.
4. The exterior surface or fittings of the containers should be of such a nature as to permit the attachment of labels identifying the contents. If a label holder is used it should permit rapid changing of the label as an aid in rearrangement of records or re-use of the container. In the absence of a holder, the exterior surface of the container should be suitable for use with common adhesives or with standard stamping inks.

b. Imperviousness to dirt and dust. The ideal document container must afford complete protection against dust and dirt, which are to be found even in the most modern storage areas. Such protection is necessary not only because of the possibility of damage by dust and dirt, but also because dust particles act as nuclei for the condensation of acidic moisture from the atmosphere.

c. Resistance to fire and the ability to protect the contents against fire. Suitable document containers must not only be nonflammable and contribute no fuel in the event of fire but also must protect their contents against both the heat and the flame of a fire. Regardless of the degree of fire resistance incorporated in the storage building, maximum protection is a "must" in document container design and construction.

d. Lowness in cost. Initial cost is an important item in any storage enterprise, but doubly so in the case of document storage because of the large number of containers required. Other factors being equal, design and materials should be selected with due consideration for cost of fabrication and the cheapness of production.

e. Durability. Closely allied with the factor of initial cost is the durability or lasting quality of the container in use. Fragile containers of low initial cost are inadvisable for the labor involved in changing containers is costly, to say nothing of the wear and tear on the records in the course of repacking.

f. Lightness in weight. The weight of an ideal document container should be as low as possible since paper records are quite heavy and unnecessary weight simply adds to the physical exertion required to move loaded containers. Workers of both sexes may be expected to handle these containers so lightness of weight is a desirable characteristic.

Comparison of the properties of a pressboard container of National Archives design with those of the ideal box shows that the pressboard container has most of the properties of the ideal. It is deficient only in fire resistance, water resistance, and ability to protect its contents against the effects of fire, heat, and water.

Sheet metal containers do not pass flame from one container to the next as do those of pressboard, but they do transmit heat readily and, consequently, afford no real protection to their contents. Insulated metal containers afford complete protection to paper records against fire, but the weight of such containers is tremendous

and the space occupied by them is great. The cost of either type of metal container is considerably greater than for pressboard.

Experiments directed towards the flameproofing of pressboard containers yielded negative results as did fire tests of reputedly flame-proofed pressboard supplied by a box manufacturer. Theoretical evaluation of the factors governing fire resistance indicated, however, that if both the inner and outer surfaces of a combustible container are coated with a material impervious to air and capable of reflecting heat, improved fire resistance should result. Accordingly a pressboard document container was coated inside and out with thin, shiny aluminum foil such as is commonly used in the kitchen. This material is impervious to air since it is a continuous sheet of metal, even though very thin, and is well known for its heat-reflecting qualities.

The experimental foil-clad container, a plain pressboard container, and a sheet metal container of the same design were filled with waste sheets of paper and the flame from an acetylene torch played at one spot on each box for two minutes. The untreated pressboard container quickly burned through and smoldered for 40 minutes after the flame was removed. The contents were damaged, particularly at the site of the break-through. The metal container did not burn through but the spot exposed to the flame became almost white-hot before the heating period was completed. Examination of the contents showed extensive charring about the heated spot. In contrast, the foil-clad box did not break through or burn and its contents were unharmed.

A metal rack, having the same spacing between shelves as the stacks in the National Archives Building, was then made. This rack contained three shelves, each large enough to hold three record containers of the type now used in the National Archives. Pressboard containers, a sheet metal container, and foil-clad pressboard containers were filled with paper to the same degree that they would be filled with documents for storage and were placed on the shelves of the rack. Combustible trash was then heaped around the rack until it was covered up to the second shelf. When all was in readiness, the trash was ignited and allowed to burn until the fire reached its maximum intensity. This usually required 2½ to 3 minutes. As the fire began to die down, it was extinguished by water from a 1½ inch fire hose. The boxes were removed from the rack and test chamber as soon as possible so that they and their contents could be examined.

Inspection of the boxes and contents showed that the pressboard

container was badly damaged on the end exposed to the flames and that its contents were wet and damaged to the extent of 30 per cent. The metal box was not harmed but the papers therein were 30 per cent charred. The foil-clad pressboard container was damaged so that it could not be used again, but its contents were dry and unharmed save for a slight scorch mark on the outside sheet adjacent to the overlap between the top and the body of the container. Repeated tests conducted in the same manner gave similar results.

As a result of these tests, several thousand foil-clad containers have been purchased for service tests in the National Archives. Upon receipt of these containers, further fire tests will be made and data as to durability and performance in every day use will be obtained.

These foil-clad containers will not eliminate the need for other protection and detection measures but should be considered as supplementary to these measures. The limited amount of protection afforded by these new type boxes should prevent damage if a fire is promptly detected and extinguishing agents are applied quickly. Moreover, these boxes may be used safely in combination with standard sprinkler systems.

The Ministerial Collecting Center Near Kassel, Germany[1]

By LESTER K. BORN

Library of Congress

THE rain was pouring down. The hour was 0630. The day was Monday, 12 June 1945. The place was Höchst, Germany, headquarters of the US Group Control Council. A lone figure, bundled up in hooded officers' fieldcoat, with musette bag slung over shoulder, and with pistol and extra clip of ammunition fastened at the waist sloshed down the street. This was the only Archivist then on the regular Table of Organization (T/O) of US Gp CC. At the appointed rendezvous other bedraggled figures appeared. Trucks arrived. The Archivist and other officers climbed up beside drivers of 2½ ton trucks, and the little convoy started up the Autobahn from Frankfurt to Kassel. This was the Advance Party sent to open the Ministerial Collecting Center. The MCC was a unique venture in modern warfare. Its tale is worth the telling.

I. HISTORICAL ORIGINS

As part of its mission to formulate plans for the control of Germany, the US Gp CC naturally was responsible for plans to control the German ministries and central agencies of similar nature. In the early stages this planning was predicated on the assumption that these central administrative bodies would be taken over while they were still functioning in whole or in part, whether in the city of Berlin or in a temporary location. Early in December 1944 a directive of the Joint Chiefs of Staff recognized the unlikelihood of such a situation. In January 1945 new plans were developed, based on the assumption that no reasonably complete or effective administrative structure usable for our purposes of control would be found.

Plan "Goldcup," issued on 18 April 1945 had two objectives: (a) to establish contact with the Soviet Central Command; and (b) to assume initial control over German ministries. This second objective was further subdivided into "Case A," wherein ministries

[1] This paper is based upon official sources and upon the private journal which the writer kept while he was assigned as Chief Archivist, Ministerial Collecting Center.

were overrun by our armies, and "Case B," wherein a formal surrender with central governmental agencies still possessed of authority would be found.

Ten days later a memorandum on Goldcup operations listed the real facts with which our control personnel had to deal. As the Allied Forces advanced into Germany, ministerial offices made successive moves and frequently abandoned records in considerable quantities. Only rarely, however, were these records attended by important personnel. Target reports (i.e., reports concerning records and personnel), quite naturally, were often lacking in essential detail and sometimes were even contradictory. Only fragments of expected targets were found in alleged sites. Most of the targets appeared first in Thuringia (now Russian Zone), although subsequently Bavaria yielded an appreciable number. These chaotic relics of a central German government were dealt with simply and directly by Goldcup liaison officers attached to SHAEF (Supreme Headquarters, Allied Expeditionary Forces) and to Army Group Hq. They dispatched reconnaissance officers forward to targets, sent back reports and recommendations through channels to US Gp CC, and assisted in getting Target Teams forward for real control of the targets. Obviously, a great deal depended upon the initiative and judgment of those individuals who found themselves on the spot.

Once targets had been uncovered and evaluated, it was imperative to assemble both documents and personnel at some central point for systematic and coordinated exploitation. Out of this need was born the Ministerial Collecting Center. As defined by SHAEF its objectives were:

(a) To assemble and safeguard ministerial records for such uses as the Allied Control Council might determine; (b) To provide a collecting center for such ministerial personnel as might be required; and (c) To provide an interrogation and information center on the ministries for the use of appropriate Allied agencies.

In implementation of these objectives it was required that facilities be provided for: (a) The reception, storing, and custody of records and archives; (b) The reception, accommodation, and suitable restriction of German personnel who were not in an arrest category; (c) The reception, accommodation, and safeguarding of German personnel who were under detention; (d) The reception and accommodation of Allied personnel from authorized agencies who came to the Ministerial Collecting Center to carry out investigations.

II. THE SITE

By the basic directive a site some 12 miles southeast of Kassel, embracing the villages of Eschenstruth, Fürstenhagen, Hessisch Lichtenau, the area of the munitions factory known as Fabrik Hessisch Lichtenau, the camps Hertzog, Esche, Foehren, Teichhof, and Camp Dentine, the settlement for factory officials, was reserved for the use of MCC and subsequently included in the MCC Enclave under command of a Brigadier General. These hitherto unknown places were found to be grouped on either side of Highway No. 7 South running out of Kassel.

III. ADMINISTRATIVE AND FUNCTIONAL ORGANIZATION

The Advance Party embraced in its members nearly all the administrative and functional elements of the staff which, at its greatest strength, numbered 48 officers and 190 enlisted men. Only representatives of the Coordinating Office and of the Divisions of US Gp CC were not included. Some of the latter had already arrived independently from the field, and some of the former arrived within the next 10 days. The SHAEF letter already cited, which was addressed to the Commanding Generals of the 12th Army Group (US) and 21st Army Group (Br), directed that the US Gp CC and the British Control Commission each nominate a Senior Officer and provide him with a staff of specialists who would jointly be responsible for certain technical functions; namely,

(a) Establishment of priorities for concentration of documents and personnel; (b) Supervision over the reorganization, classification, and cataloging of the documents by the German staff; (c) Preliminary investigation of German officials and documents to establish lists of persons and materials available; (d) Investigation of all newly reported ministerial targets; and (e) Recommendations regarding the future use of ministerial personnel and documents assembled at the MCC.

At approximately the same date, the US Gp CC directed that responsible representatives of interested Divisions go to MCC, survey the problems, plan operations, and leave a resident staff of appropriate grade to implement the decisions of these first representatives. On 4 July 1945 the US Gp CC placed staff supervision of operational activities at MCC in the Office of the Director of Intelligence (ODI). This meant that the Senior Officer reported directly to that Office, not only on the fundamental points laid

down in the SHAEF letter of 13 June, but also on the recommendations made by representatives of the interested Divisions with respect to the future use of the personnel and the materials assembled at MCC. The memorandum of 4 July 1945 further provided that the Senior Officer would organize a Clearing Committee, composed of the senior officer present from each Division, for the purpose of coordinating activities of divisional representatives at MCC. It also provided that the ODI would be responsible for supervision over cataloging documents, evacuating documents, assisting in arrangements for interrogations, assisting in locating and delivering German military personalities wanted for interrogation, and furnishing the officer and enlisted personnel to accomplish the first task. In practice, however, the Clearing Committee always included representatives of the administrative and technical staff of the Senior Officer, and the work of cataloging and evacuating documents came under the office of the Archivist rather than the Intelligence Office at MCC.

To one who does not know the military situation at the time, the series of directives which were next issued may seem superfluous. It should be remembered that SHAEF, the joint British-American headquarters, which had issued the basic directive for MCC was disbanded at an early date. The US Gp CC, which in a few months was to be renamed the Office of Military Government for Germany (OMGUS), then came directly under command of the new American highest headquarters, U. S. Forces European Theater (USFET). This last issued a teletype message, dated 12 July 1945, to the effect that the SHAEF directive for MCC would remain in force until a new USFET directive could be issued. On 17 July an impressive array of personalities representing USFET, US Gp CC, MCC, and the Seventh Army (1 Brigadier General, 9 Colonels, 2 US civilians with simulated rank of Colonels, 2 Lieut. Colonels, 2 Majors, 1 Captain — the Archivist) met at MCC to discuss the first draft of a new directive. The product of this conference was eventually issued, with only minor changes of language, on 7 September, and on that date superseded the SHAEF directive. Except for the inclusion of some details, such as the operation of a transient mess, the directive contained no new idea. It followed to the letter its statement of purpose; namely, "to provide for the continued operation of the Ministerial Collecting Center."

A crisis which might have cost the life of MCC even while directives for its perpetuation were in process of promulgation occurred during the month of August. On the 29th of that month,

the Deputy Military Governor (that is, the Commanding General of OMGUS) directed that an inquiry be made as to whether MCC was paying dividends sufficient to warrant its continuance. Replies were required of Divisions by 1200 hours on 31 August. The reply prepared by the Monuments, Fine Arts and Archives Branch of the Reparations, Deliveries and Restitutions Division and dispatched over the signature of the Division Director stated, in part, that:

> the RD & R Division feels that it is still too early to state definitely that further research into the materials collected . . . might not produce information of value. . . . In so far as the Monuments, Fine Arts and Archives Branch of this Division is charged with the responsibility of advising on the overall protection and preservation of documents and records of value to the Military Government of Germany this Division is interested in ensuring that the materials collected at Kassel are properly preserved and made available for the Military Government of Germany.

What might have been added, but was not, as further evidence of the Division's interest, was the fact that Mr. S. B. Child, the Adviser on Archives, and Captain (later Major) L. K. Born, Archivist, had been called upon to advise on archival matters from the inception of MCC, and that Captain Born who had been "loaned" to MCC for one week, and had gone with the Advance Party, was still resident at MCC. On 1 September Mr. Child addressed a memorandum through channels to the Deputy Military Governor in which he said:

> Due to the fact that the sheer quantity of ministerial records at MCC has thus far prevented its being properly examined or indexed because sufficient staffs for such work have not been sent to the Center to date, determination of an intelligent policy is not at present possible. Additional collections of ministerial records located by Goldcup teams in the American Zone are in process of movement to the Center at the present time and will require future analysis. . . . It is the opinion of those technically in charge of MCC, that some of the Divisions are not aware of the existence of some of the records already available for use and are formulating policy without reference to them. In other instances, surveys are being made for information already recorded at MCC.

Whatever the replies of other Divisions, the crisis passed.

On 27 September the ODI circulated to the Divisions of US Gp CC the USFET directive of 7 September, and it added the draft of an Operational Directive for MCC which had been prepared in that office. Concurrence or non-concurrence with the procedures set forth was required as of 2 October. On 2 November this Operational Directive for MCC, Fürstenhagen near Kassel,

which differed from the draft in no change of fact, was officially issued, and on that date it superseded Ministerial Control Memorandum No. 15 and No. 17, dated 17 June and 4 July 1945, respectively, under which the functional program of MCC had been going forward without a break. This was the last basic document affecting the location, nature, purpose, organization, administration, control, and functions of MCC.

The directive of 2 November reiterated certain fundamental statements carried over from the SHAEF and USFET directives mentioned above, but added, as one would expect, considerable implementing detail which in part carried on the functional statements of the earlier memoranda and in part was new. Taken as a whole, it was a succinct and straightforward document. It was no staff pronouncement which had been developed in a vacuum. Those who were in residence at MCC at the time knew the degree of local participation in its preparation.

Paragraph 10 of the directive of 2 November enumerates the duties and responsibilities of the Director: (a.) The Director of the Ministerial Collecting Center, appointed by the Deputy Military Governor, will execute the mission of the Ministerial Collecting Center as provided in this Directive pending the determination of other policies by the Deputy Military Governor; (b.) The Director will keep the Commanding General of the Ministerial Collecting Center Area fully informed at all times concerning the operations of the Center; (c.) As representative of the Deputy Military Governor, the Director will exercise command over all personnel of Office of Military Government for Germany (US) at the Center; (d.) The Director may communicate directly with the Division Directors of the Office of Military Government for Germany (US) on operations of the Center affecting the respective Divisions; (e.) The Senior Allied Officers will be responsible through the Director to the Area Commander for their nationals at the Center; and (f.) The Director of the Ministerial Collecting Center will communicate with other agencies through Office of Military Government for Germany (US).

Paragraph 11 of the same directive provides that the Director shall have a technical and administrative staff adequate for carrying out the mission. The duties of the Headquarters Command, the Administration Section, Liaison Section, Intelligence Section, and Clearing Committee are all either self-evident or have already been mentioned. The Public Safety Section, Coordinating Section, and Divisional Representatives are discussed below under Opera-

tions. The Archivist Section is, because of its special interest to readers of this periodical, mentioned separately.

We have already seen how, upon the dissolution of British-American SHAEF, command over MCC passed to USFET. Since MCC was an American installation, overall administration was American. Operations, however, were always at least bipartite, and after late summer they became tripartite. The British staff was an integral part of the Control Commission for Germany. It maintained at MCC a functional staff which generally paralleled the American; e.g., a Senior Officer, Coordinating Staff, Technical Staff (Division Representatives), Documents Officers, and Microgram Unit, and likewise the usual housekeeping, signal, transport and similar personnel. The French Staff was composed of the Senior Officer, the Technical Services (Divisional Representatives), and a small housekeeping section. The Soviet Government was invited to participate in exploitation along with the other three powers, and in October it sent a mission to report on MCC. It did not establish a resident staff or make use of the facilities available.

IV. THE ARCHIVIST SECTION

The office and functions of the Archivist received adequate recognition on the staff. In actual practice that recognition was sometimes embarrassingly full and brought with it, as will be shown subsequently, some problems that hardly came within the narrow confines of archival duties. Like the rest of the staff, the Archivist Section did not spring up, full blown, on the day of arrival. The Archivist came with the Advance Party; an officer who was to be assigned as his chief assistant for the trying period of the first three months arrived one week later. During that period a sergeant was loaned from the Motor Pool as labor supervisor and did yeoman work during the critical period just mentioned. A German typist who knew some English was procured and assigned. That was the Archivist Section.

On 1 September the long promised group of "specialists" provided through ODI arrived to fill out the T/O vacancies in various spots including those in the sub-sections of the Archivist Section. These personnel continued to be assigned to their original organization, were placed on temporary duty at MCC, and were responsible only functionally to the Archivist. This arrangement had the advantages and disadvantages which have always been inherent in such circumstances. At the peak of available personnel the Archi-

vist Section was staffed, functionally, by 7 officers, 1 sgt. clerk, 1 sgt. supervisor, and approximately 70 enlisted men of varying grades, most of whom were in the Photoreproduction Sub-Section.

The Archivist was responsible for (a) planning for and overseeing the receiving, housing, processing, preservation, reproduction, destruction, and shipment of documents; (b) coordinating the plans, and working with the other staff sections, the Allied documents officers, and the Divisional Representatives; (c) keeping appropriate records on receiving, shipment, and reproduction; (d) taking personal custody of odd lots of documents not consigned to a Division; (e) taking personal custody of documents left by Divisions which had closed operations at MCC; and (f) providing a warehouse for temporary and dead storage. The Shipping and Receiving Sub-Section (a) allocated building space for document storage and exploitation, and assisted in making buildings usable; (b) shipped and received documents, and recorded all such operations; (c) assisted the Divisions in procuring packing materials; and (d) assisted in moves within the area. The Recording Sub-Section had the delegated responsibility of (a) collating collections of documents from the ministries and agencies; (b) classifying and cataloging these document collections; (c) preparing and distributing catalog cards for documents; (d) preparing accession lists of documents; (e) in so far as practicable, cataloging, classifying, and preparing accession lists of printed books; and (f) supervising the setting up and operations of a central reference library. The Photoreproduction Sub-Section (a) provided photostat and microfilm facilities, processed and printed from films; (b) maintained a file of film copies of certain original documents shipped from MCC; and (c) kept file copies of original films shipped from MCC.

V. SERVICE FUNCTIONS

By direction of SHAEF the service functions for MCC were to be provided through the Army in whose territory it was situated. One month after the Advance Party had arrived responsibility for these functions was taken over from MCC by the 49th AAA Brigade, the organization under whose command the Archivist had arrived with his battery off Omaha Beach at 1200 hours on D-Day. After some months the 49th Brigade was relieved by the 31st Brigade, which continued the functions until MCC closed out at Fürstenhagen in January 1946. The advent of a headquarters supplied with troops adequate in number to police the enclave, guard

the factory and the other installations, take over supervision and control of utilities, supply, transportation, indigenous payrolls, complete management of camps for German ministerial personnel, a PW cage, an enclosure for German ministerial personnel in the automatic arrest category, and the continued operation of the sawmill and coal mine was greeted with a feeling of relief by the handful of officers and men who had been coping with most of these problems under great difficulties.

However, no one who does not know at first hand the collapse of morale, efficiency, and control of our troops immediately after V-E Day can comprehend or even imagine some of the problems which faced both serviced and servicer in a condition such as that at MCC. Nevertheless the work was somehow accomplished. And the "work" meant maintaining health, sanitation, food, shelter, clothing, recreation for men, women, and children in numbers equal to a small town; in providing utilities for nearly 100 buildings in the factory alone; in furnishing transportation for routine and long hauls; in taking care of the US and, to some extent, the Allied personnel. In Berlin, of course, service functions were provided by the already established agencies of OMGUS, and the colorful phase of MCC's history came to a close.

VI. OPERATIONS

The directive of 2 November 1945 required that a Standing Operating Procedure for MCC be prepared, and in accordance with that directive such an SOP appeared on 10 December 1945. One must not assume, however, that operations at MCC went freely on ad lib from 12 June to 10 December without coordination and control. The requirement of the directive was anticipated some months in advance, and the need for a plan committed to writing was apparent to those responsible long before that. In fact, the Archivist drew up his first Notes on Receiving, Housing, Processing, and Using Documents (4 pp. typed) with drafts of needed blank forms on 18 June; by instruction of the Director he prepared his draft of Archival Procedures (8 pp. typed) with specimen blank forms on 25 July 1945, on which date it was approved; and the final form, which was to appear as Appendix E to the Standard Operating Procedure (5 pp., legal size) with the essential forms, on 18 August 1947.

The objectives of MCC remained always the same; namely, to exploit German ministerial personnel and documents for the pur-

poses of Military Government. German personnel were recommended for removal to MCC by the Divisions primarily concerned; the request was checked by the Coordination Section and, in some cases also by the Intelligence Section; the Divisional Representatives were responsible for the actual movement once complete clearance had been obtained. After the German personnel had arrived at MCC personal data were submitted at once to the Public Safety Section and to the CIC Detachment of the Brigade, so that screening in accordance with current Military Government directives could take place. The assignment, evaluation, employment, and exploitation of German personnel was a responsibility of the Division concerned, except that orders or recommendations from the Public Safety Section with respect to arrest, removal from authority, etc., took precedence over functional need. Complete data on each individual were maintained by the Coordination Section. From the detailed questionnaires — the famous Fragebogen — lists were prepared and sent to the Central Registry of War Criminals and Security Suspects for checking against those records. The names of any persons at MCC who might be wanted under either category were sent to the Counter Intelligence Sections of both USFET and the British Headquarters. Requests for interrogation of German personnel not at or not to be brought to MCC were initiated by the Divisions concerned, cleared by the Coordinating Section, and sent out through the usual Intelligence channels by the Intelligence Section.

The procedures for bringing in documents were essentially the same as those for personnel; namely, the initiative rested with the Divisions primarily concerned; the clearance went through the Coordinating Section, and perhaps the Intelligence Section; the movement was made by the Divisions; notice of arrival with data as complete as possible was given to the Coordinating Section and the Archivist Section. Responsibility for housing, arrangement, and exploitation rested upon the Divisions concerned. Complete data on each series of documents was maintained by the Archivist Section and supplied to the Information Sub-Section of the Coordinating Section, which was the link between the outside user and the functions of MCC.

Once the German personnel had set up in usable form the records with which they were familiar, studies were prepared on the basis of information available by direction of the Director of MCC, the Divisions concerned, by request of the Allied representatives, other agencies, and sometimes on the initiative of the Germans.

Further studies were made by the Allied personnel either independently, upon the basis of several German preliminary studies, as a result of personal interrogations, or from a combination of sources. All these studies varied greatly in size, nature, and importance. The uniform report form which was developed by the Coordination Section guaranteed an orderly arrangement of (a) Background, (b) Statement of Facts, (c) Discussion, (d) Conclusion, (e) Recommendations, (f) Concurrence, and also provided a cover sheet containing a brief summary followed by this important statement: "The opinions of German employees expressed in this report do not necessarily coincide with official views."

The resources of MCC were available not only through the reports and studies which emanated therefrom, but also to visitors who came to conduct personal interrogations of personnel or to make investigation of documents at MCC for the agencies to which they were assigned. Once credentials were established and proper clearances had been obtained, no restrictions were placed upon the outside investigator beyond those required by common sense, security, and the public interest; that is, neither personnel nor documents could be removed, the latter could not be tampered with, channels had to be followed. Visitors were requested to provide MCC with copies of any reports or studies which resulted from their visit. As a further service, photostatic and microfilm copies up to several thousand frames were expeditiously provided upon request. The only exception to non-removal of original documents was made to the Office of the Chief of Counsel for War Crimes, in which case microfilm copies of documents sent on loan were retained at MCC. Requests for studies, reports, etc., and original dissemination of these papers were handled by the Coordinating Section; requests for photoreproduction were handled in the Archivist Section.

Some idea of the volume of functional work can be gained from the figures given below, but no figures can give a clue to the man hours of work that went into a specific study, nor to the time consumed in locating a specific document to be photocopied, nor to the basic preparation in organizing personnel and documents so that the results noted could be gained. As of 1 November 1945, for example, a list of some 1500 names of key ministerial personnel, either at MCC or elsewhere, had been compiled and was being kept up to date. Some 200 reports had been produced by German personnel, and a total of approximately 400 reports and studies from all sources had appeared. Approximately 600 visitors had come to

MCC since the opening date — 110 of them in the month of October alone. Largely for these visitors a very considerable, but uncounted, number of transcripts and translations had been made of separate items. A far larger number of photocopying requests had been undertaken and filled. The largest single order was for 2000 pages reproduced in two positive copies, in original size. The titles of some reports and studies will serve as an index to the diverse nature of the work which was performed at MCC: "Level of Prices in Germany"; "Use of Prisoners of War on Shoe Repair"; "Organization and Functions of Generalinspektor of German Highroad System"; "In Search of the Reichsbank"; "Distribution of Veterinary Surgeons in Germany"; "Women in Agriculture, Labor and Education"; "Report on Teacher Training Institutes"; "Drying of Grain"; "Relation of German Foreign Office to Scholarly Institutes and Organizations concerned with Foreign Policy"; "Examination of the Present Plan of Broadcasting Waves Distribution"; "Plan for a new Civil Code."

At the time to which the figures above relate, more than 1200 ministerial personnel, approximately 1250 tons of documents, and some 70 tons of films and scientific apparatus were available at MCC, as shown in the breakdown below:

Ministry/Agency	*Personnel*	*Documents* (tons)
Economics	264	145
Food & Agriculture	98	17
Interior	68	36
Education	54	41
Post T & T	161	43
Public Health	46	3
Justice	35	25
Manpower	15	12
OKW/Wast	441	531
Finance	7	½
Transport	2	14
Foreign Office	47	350
Miscellaneous	4	101

At this same time the overall figures for Allied personnel were:

	Officers	*Soldiers*
US	39	135
Br	37	163
Fr	11	0

VII. THE ARCHIVIST AT WORK

The arrival at MCC of the little party of hardy pioneers composed of the Senior Officer (Col), Executive Officer (Major), Archivist (Capt), Mess Officer (2nd Lt), Billeting Officer (2nd Lt), Indigenous Personnel Officer (2nd Lt), Utilities Officer (2nd Lt) was duly recorded in prosaic form: "A project to assemble required German ministerial records and personnel is being established in the Kassel area. The first echelon arrived there June 12th. . . . The project will not be in full operation before the end of June, but essential records and personnel may be shipped now if necessary to prevent their loss." Nothing in this report indicated that this handful of officers, assisted by some 15 enlisted men, who were clerks, draftsmen, and drivers, was to create a completely novel institution for which there was no parallel in modern history. There was also nothing to indicate what would actually happen under license of the last clause. Whether or not the project was in full operation before the end of June is, in light of the facts, an open question. There is no doubt, however, that some 400 tons of documents had arrived, several hundreds of German ministerial personnel had been brought in, approximately 20 officers were at work, more than 150 buildings had been thoroughly inspected, and no less than 30 buildings were in use to greater or lesser degree — all before 30 June.

Since the Archivist was responsible for housing and safeguarding the documents, the Commanding Officer decided that the Archivist was the logical person to allocate space for housing and exploiting the documents. The implementation of that order meant making a physical check of all buildings — discovered to be more than 300 — dividing the area into Division sectors (without information from the Divisions as to total expected tonnage of documents or numbers of personnel), assigning space, causing it to be cleared of trash, machinery, and explosives. After two days of utter phantasy one of our British colleagues found a map of the area in a requisitioned billet and immediately gave it to the Archivist. For nearly one month that map was the only one available at MCC, and it was fastened to the top of the Archivist's desk. (You may guess the number of his visitors!) At about the same time it became imperative to open a whole series of locked buildings, although no one had found the main keyboard of the factory. The Archivist went to the nearby village in which the former director of the factory was living under surveillance, got from the director

a passkey for which he gave a receipt, and so, for more than two weeks, was the only one who had access to any and all buildings.

During this period the Archivist allocated space only from map reconnaissance, personally checked some 10 buildings in a fan-shaped area around the main gate for emergency use, marked the Archivist's storage building, and received, without prior warning, the first lot of documents for the Ministry of Economics on 13 June, the first lot for the Ministry of Interior on 15 June, the Police Records of Danzig, which should never have come to MCC at all, and a miscellaneous lot of motor corps (NSKK) records on 17 June. During his first mad inspections the Archivist discovered two bits of documentary evidence which reflected life under an era which had just been brought to a close. Crudely painted upon the wall of one building was the motto "multo praestat mori quam servire." The sentiment of this line pleased the Archivist more than did his next discovery on the same day, "merde a celui qui le lira." Thus ended the first week.

On 18 June, in the evening, Mr. S. B. Child arrived with First Lieutenant Scholl. The Archivist was then provided with a staff, and he could see chaos already reduced to mere confusion. During this entire week Lt. Scholl walked over the area, entered and reported upon every building he found. The Archivist learned that he had allocated from the map buildings which did not exist upon the ground, and that he had available other buildings which did not appear upon the map. A handbook of building information was compiled and was used during the entire operations. On 19 June Mr. Child and the Archivist, together with a German chemist loaned by the Utilities Officer, rode over the area, spot checked buildings, learned the essential safety features of the explosive factory in which we worked. As a result of reports from Lt. Scholl, the Utilities Officer, the chemist, ourselves, and others we discovered that we had one full train of explosives on a siding, several hundred tons of picric acid, pentolite, fixed ammunition, and TNT in the area. We posted a "No Smoking" sign at the main gate, and went on as before. On 20 June the first load of documents from the Ministry of Justice arrived in the evening, and on the next day we received the first load from the Ministry of Education. That was a memorable shipment, because its impending arrival had been reported in advance. On 22 June the Ministry of Food and Agriculture made its initial appearance. On 25 June the Archivist placed a basic order for 1000 sets of shelving (5 shelves high and 5 feet wide) with the Utilities Officer, who started up a sawmill in order

to fill the request. On the 26th the Archivist received some 45 boxes and tubs of chemicals "for an important experiment in progress" as a favor to the target team which needed a safe storage place for one week. We left the 45 boxes and tubs where they were when we departed in January. That same day also saw the unheralded arrival of some anti-semitic and anti-comintern records in a chaotic state of disorder, as well as a stray lot of 2 boxes from the Armed Forces (OKW). The week ended with the discovery by the Archivist of complete maps of water, light, and heating setup, which he gave to the Utilities Officer.

On 27 June the first documents from the Ministry of Transport arrived and were placed at once in a building already allocated. On this same date the Archivist learned that the entire OKW/Wast (Oberkommando der Wehrmacht, Wehrmachtsauskunftsstelle), which is roughly the AG Casualty Record Office of the German Army, together with its 400-odd employees would begin to arrive within two days! After a joint reconnaissance of a good, compact area suggested by the Archivist, the Commanding Officer of the OKW/Wast agreed that he could get his records and personnel into 19 buildings, and that he would ship material in such order that it could be loaded into successive buildings. The Archivist agreed that he would have the buildings free of trash and explosives but not of light machinery. The Archivist's sergeant and his crew of German laborers, now augmented to 25 in view of the crisis, dropped everything else and descended upon the specified buildings. We managed always to have cleared one building more than needed on any day. The first convoy of 108 trucks arrived on the 29th, and a parcel of 60 enlisted men, including some British, which had been borrowed hastily from some nearby outfits, began unloading in the early afternoon. Lt. Scholl was still exploring the unknown, the sergeant and his crew were madly throwing explosives outside the buildings (where they had to remain for nearly one month for lack of personnel to remove them), so the Archivist was the sole survivor of the Archivist Section to deal with the 108 trucks. Map in hand he stood at a crossroad directing trucks to buildings designated by the captain who had accompanied the convoy. The work went on into the early evening, but everything was unloaded. In a letter of 4 July to the Chief, MFA&A Branch, US Gp CC, the Archivist reported:

> Starting on 29 June we received 275 truckloads of OKW casualty records and office furniture. . . . There was only a reasonable amount of confusion

caused by the simultaneous arrival of 108 trucks on the first day when we had only 60 soldiers as an unloading party. That is, the reasonable stage continued until one truck driver knocked over a fire hydrant and released water from a six inch main. The water ran downhill, sluiced into the main entrance of one of our semi-submerged depositories, and filled the moat to a depth of eight inches. . . . Since the local fire engine could operate its suction hose only in nine feet of water, it seemed impractical to wait until that level was reached before we started draining. We adopted a method both simple and effective; the engineer officer waded into the mess of water and red mud and poked holes in the drains with a broom handle!

Fortunately only the bottom layer of card files, extending over the whole floor surface, was wet. The Archivist assembled a group of soldiers, had them pile the dry boxes of cards on one set of tables, the wet ones on another set so that they could drip and drain during the night, and then closed the doors. There was nothing else to do before the morning when the Germans could spread everything out on the grass in the sunshine to dry. On the morning of 30 June 10 trucks, completely unexpected, arrived with 20,000 volumes of a library which belonged to no ministry. It was placed in the Archivist's warehouse which, as yet, had no shelving. In the afternoon a mere 45 trucks arrived with more materials from OKW/Wast which were stowed away as before. Late that night two trucks containing the Central Polish Weather Bureau (complete with weatherman, wife, and daughter) arrived unheralded, and certainly not required at a Ministerial Collecting Center. Thus closed the month of June, "during which we were not fully open for business," with a mere 400 tons on hand.

July was a relatively sane month, although it opened with the continued inpouring of OKW/Wast documents and furnishings. Some of the 10 ton trailers were piled so high that they could not be driven under the overhead water and heating pipes, with the result that a safari set out through the woods bearing desks, tables, chairs, file cabinets, and, as a crowning accomplishment, a potted palm, to the designated buildings. All this took place in a drenching thunderstorm. This month also saw the arrival of the first shipments for Land Survey, Finance Division, Navy (OKM), Ministry of Post, 780 filing cabinets (70 tons) of SS records, and the departure of the first outgoing shipment, some OKW documents to the G-2 Documents Center at Frankfurt. By the end of the month 750 tons were on hand. August was a slack month for movement, but was marked by a series of internal consolidations; that is, sorting, shelving, and preparation for the next stages which in-

cluded a reconnaissance with the Commanding Officer to Marburg, where the German Foreign Office documents were being exploited by a joint British Foreign Office — US State Department team. The reconnaissance was made in connection with the projected removal of these documents to MCC, and was followed by a survey of suitable buildings at the latter place.

Early in September the details of the move were worked out, a liaison party headed by Lt. Scholl was set up at Marburg and another headed by Dr. J. T. Krumpelmann (US) and Captain (later Major) Jones (Br) was set up at MCC. On the 12th the first convoy of 20 trucks, headed and closed by a half track and with guards on each truck, arrived at MCC. By the 21st, when the movement was halted, we had received 210 loads of materials and filled six buildings to the ceilings. This material remained in storage; the exploitation continued with that portion of the documents which remained at Marburg. The 12th also marked three months of operations: 95 lots (varying in size from two boxes to 108 trucks) had been received, 12 lots had been dispatched, 800 tons of records were on hand, 65 buildings were in use for documents and personnel, 15 buildings were cleared and ready for immediate use. By the end of the month we had over 1200 tons on hand, largely as the result of the Foreign Office shipment, but the first Labor Front (DAF) records, several convoys of Army (OKH) records, and the Library of the Foreign Office had also come in. This last was placed directly under the Archivist for administration as a central reference library. This was no mean task, since the library of 70,000 volumes arrived in complete disorder and without shelves. October was a month of changes. About 25 tons were shipped out, and nearly half that amount was received. In the middle of the month both US and British officers of the Transport Division left MCC, with the result that the records of the Transport Ministry became the first ministerial records to fall under the custody of the Archivist who then exercised supervision over the personnel. Plans for movement to Berlin of records relating to the so-called "Potsdam Ministries" were worked out jointly by the Intelligence Officer and the Archivist. As it happened, the entire collection moved when the move took place in January.

November was relatively uneventful, except for the Archivist's trip to Munich in connection with the projected move to MCC of the main Nazi Party (NSDAP) personnel files which recently had been found. Active preparations were made upon the Archivist's return, and on the 25th (Sunday) the first and only shipment ar-

rived. Immediately afterwards it was decided to send the entire collection to the Berlin Document Center (now 7771 Document Center) which subsequently did receive, house, sort and exploit these records in a remarkably short time. December's confusion forecast the return to chaos in January. Without prior notice on two occasions consignments of seven freight cars each, and two truck convoys totaling 80 tons, arrived from the Third and Seventh Army Document Centers, respectively. Just at this time the Archivist was luckily joined by Capt. Bernard Fischbein, who took charge while the Archivist went to Berlin with the Deputy Director of MCC to reconnoiter the new area which MCC was to occupy before 1 February. The NSDAP and SS records left for the Berlin Document Center as a contribution to its collection of Nazi personality files in a 15 car train dispatched on 26 December so as to meet the deadline for that lot of 1 January.

On 6 January the Archivist departed for Berlin with the Deputy Director, one other officer, and 5 enlisted men — once again a member of the Advance Party. Our task was to make or complete arrangements with the Accommodation Section of OMGUS, the Engineers, the RTO, the transportation office; with the local regiment for guards, the Labor Supervision Company for PW's, etc.; to make a final inspection and report upon the condition of readiness in the area before the first train arrived on 10 January. As part of his contribution to the solution of the whole problem on the first day the Archivist inspected every room in the ten buildings (mostly four story) which were needed at once. For the sake of brevity these buildings will be called by the numbers given them on the map of the area (not shown). Building 2 was practically complete, except for furnishing; Building 4 was untouched, without windows, light, heat or plumbing; the Bunker was without doors; Buildings 32 and 31 were untouched; Building 30 was partly glazed, but without light, heat, plastering, cleaning, or plumbing; Building 1 was glazed and heated, but unroofed, and filled with plasterers, plumbers and painters. The billets and mess buildings (41, 44, 7) were in various stages of rehabilitation. All this information was reported. Since the Advance Party was not able to control priority of shipments, however, materials came for any or all buildings, ready or not, albeit the temperature was below freezing and remained so for three out of the four weeks of the move.

In exactly three weeks eight freight trains of more than 25 cars each were dispatched by Captain Fischbein from Fürstenhagen, received at all hours in Berlin, unloaded within the prescribed dead-

line of 24 hours, and the contents stored in the several appropriate buildings at the new area. This was done in spite of innumerable annoyances such as an unpredictable number of PW's on any given day; failure of guards, PW's, and transport to coordinate and arrive at the same time and place; a net working day for PW's of 5 hours because darkness set in so early; the ever existent shortage of officer and enlisted personnel; and, as a climax, the fact that 24 carloads of German Foreign Office documents, for which a high degree of security had always been prescribed, had to be stored temporarily in lockable garages opposite building 32 to which they were consigned, because that building was still in its virgin state of disrepair when the lot arrived on 1 February, the deadline for evacuating MCC from Fürstenhagen. Nerves which already were taut were not relaxed by the replacement of PW's with civilians, who for reasons of age, health and borderline nutrition were incapable of carrying boxes of documents, nor by the order given in the last week of January to speed up operations by working at night. This last order resulted in an average working day of 16 hours for the officer personnel, unloading trucks in darkness since there were no flood lights, and carying boxes into buildings by aid of a flashlight. When the final train, a mere 14 cars, arrived with the active files from Marburg on 14 February it caused no flurry, for the area had been set in order, buildings were in good shape, and these last documents were easily received and placed in their proper building. On the next day, 15 February 1946, MCC ceased to exist as an independent installation and became part of the Berlin Document Center. Our work was finished.

VIII. DOCUMENTS ACCESSIONS

The documents personnel who arrived on 1 September found a great deal of preparatory work done by German personnel who were familiar with the documents in their care. Therefore the teams from the Recording Sub-Section of the Archivist Section were able to begin at once their examination of the records, their interrogation of personnel and, under supervision of two professional librarians, Capt. A. G. Gerould (US), who remained only until 28 September 1945, and Capt. (later Major) R. F. Vollans (Br.), to undertake the cataloging of the documents and preparation of the mimeographed lists. In addition to this basic task, they found time to prepare some 9,600 catalog cards for approximately 3,700 volumes in small libraries not already cataloged at MCC.

The first document list appeared on 6 October 1945 and covered

the collections of the Ministry of Transport. The style had been carefully worked out by the librarians in conference with the Archivist so that subsequent lists all appeared in the same format and style. A sample entry will illustrate better than a description the type of information which invariably appeared. Archivists, of course, will note especially the precision with which quantity, dates, and gaps are indicated.

Railway Equipment and Supplies

TF 347 Abteilung III (Vehicles)

Correspondence and other records — rolling stock, its procurement, use and servicing. (Actual purchasing was done by the Reichsbahn Central Office, Berlin.) Index. Arranged according to a subject scheme. Many files have been lost. 265 ring binders. 1928-1945 (with gaps).

Some idea of the quantities involved can be gathered from the table given below which was prepared from the data in the lists.

List	*Date*	*Ministry*	*No. of Groups*	*No. of Items*
1	6 Oct. 45	Transport	9	1,749 binders; 3,200 maps
2	n.d.	OKW/Wast	19	20,924,600 cards
				17,404 bundles
				273 binders
3	31 Oct.	Interior	36	2,000 cards
				571 bundles
				69 folders
4	5 Nov.	Post	31	4,000 cards
				4,485 folders
				285 binders
				168 pamphlets
				31 books
				23 ledgers
5	19 Nov.	Justice	98	90,000 cards
				27,797 files
				2,456 folders
				89 ledgers
				41 books
				2 boxes
6	3 Dec.	Education	26	20,000 rolls film
				378 bundles
				5 ledgers
				5 file drawers
7	22 Dec.	Food & Agric.	97	18,169 folders
				1,415 ledgers
				1,168 files

List	*Date*	*Ministry*	*No. of Groups*	*No. of Items*
				28 cases
				20 boxes
				6 file boxes
				4 bundles
8	17 Feb. 46	Economics	64	13,503 ledgers
				556 folders
				383 boxes
				98 bundles
				64 file drawers
				30 maps; 6 map rolls
				16 file boxes
				3 sacks

The last list could only be issued after things were unpacked in Berlin. The cataloging of the Ministry of Economics was completed in January, but at a time when some of the materials had already been boxed in preparation for the move to Berlin. Accordingly, some difficulty was experienced with the statistics; e.g., the number of ledgers had to be estimated in part. But the record description was no less accurate for all the difficulties imposed.

The preparation of formal lists came to an end when MCC ceased to be a separate organization. No statement concerning the accessions could be complete, however, without reference, at least, to certain major collections which were never listed in final form. For example, in addition to the 350 tons of records from the German Foreign Office, the Political Division had ready for exploitation records from the Central Immigration Office (EWZ), 50 tons; Reich Commissioner for Germanization, 55 tons; Re-Immigration Service, 1 ton; Reichs Chancellery, 3 tons; Foreign Exchange, Enemy Property Custodian, 5 tons. The Manpower Division at one time or another had in its custody some 12 tons of records, including about 1 ton from the German Labor Front. And the Archivist always had in his custody miscellaneous items such as the Police Records of Danzig, personal papers of various individuals, the Polish Weather Bureau, etc., which were not accessioned because they did not belong at MCC, and were shipped out at the first opportunity.

L'ENVOI

For approximately one year and a half after the move to Berlin the former MCC, now called Ministerial Documents Branch of

Berlin Document Center, continued in an ever diminishing role. Early in that period documents of an operational nature were, in many instances, given to the appropriate German agencies; e.g., Reichspost, Reichsbahndirektion, etc. At a later date still others were given to the Bi-Zonal agencies. Some, which it was considered inappropriate to return to German hands at this time, were retained by the Division of OMGUS previously responsible. Still others, whose nature required that ultimate disposition be made by Military Government, were studied from August 1947 through June 1948 in considerable detail and from many angles — security, operational use, historical value, cultural value, legal ownership, etc. — by a large committee of which the former Archivist of MCC was always a member and eventually the chairman. The installation had already closed. The story is at an end.

PROTECT and PRESERVE
with
CELLULOSE ACETATE FILM

For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24″ can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

THE ARBEE COMPANY
Post Office Box 959
Church Street Station, New York 8, N. Y.

The Development of Record Systems

By HELEN L. CHATFIELD

U. S. Bureau of the Budget

IN the management of government records, one of the most interesting and important phases has to do with the formulation of the record system. It is interesting because here we get away from the purely physical aspects of our material and turn our attention toward its informational content, sharing more closely with the rest of the agency an interest in the subject-matter fields in which agency programs are carried on. It is important because the record system is the means by which we gain control over the information contained in the documents, and so are able to render an effective reference service, — which is, after all, our major function, and the reason for including the management of records among the administrative services that facilitate an agency's operations.

The usefulness of the record system as a tool depends to a large extent on its having certain characteristics, some of which we have learned about through bitter experience. We know that primarily it must meet the reference needs of the office of origin, the agency responsible for the accumulation. As a corollary, we know that there must be some means of bringing together related material in organic fashion, and of locating items of information regardless of their relationship. It must be flexible enough to permit of expansion and development without changing the character of the pattern or making it more complicated. Physically, the material must be organized in units capable of ready identification for purposes of reference, citation, and control. Also, the experience of recent years has shown us the wisdom of keeping physically separate material of different retention values to facilitate disposal and retirement, and material of different reference restrictions to safeguard information. Finally, we must remember that ultimately the accumulated records of the office of origin that have enduring value will find their place among the national archives as an organic unit, and so must not be intermingled with the records of other offices. The ideal we are striving for is a record system that will

meet these requirements and still be simple enough to use economically, and understandable enough to teach to intelligent people without extraordinary background.

Today as we look around among the government agencies, we find many different types of record material accumulating, with various kinds of record systems governing their arrangement, classification, and indexing. There is a lack of uniformity in the manner in which the record systems are applied, and in the extent of their coverage. They differ widely, too, in the effectiveness with which they can be used to facilitate reference. The lack of reference facility, however, cannot be laid entirely on the record system. While here and there we come upon a well administered reference service staffed with competent people, such instances are all too few. We need to develop our knowledge, to raise our standards, to train our people. As a step in this direction, it might be profitable to examine more closely the character of these record systems, and to trace the "why and wherefore" of their development in the hope of acquiring a broader knowledge of their capabilities.

In examining these record systems, for purposes of comparison we must bear in mind the elements that comprise them, — the unit of material, the physical arrangement, the classification plan, and the index. The unit of material may be an individual document, or it may be a number of documents filed together to form a "case" file or a "subject" file, which is established and added to from day to day as the work of the office progresses. "Case" files are those in which the subject matter is centered on a particular person, place, or thing. "Subject" files are those in which interest is centered on some phase of subject matter, general or specific, reflecting a wide variety of administrative events that brought the documents into being. These units are physically arranged in series in an orderly manner to facilitate reference. In some systems, case files and subject files are arranged in the same series, while in other systems, case files are arranged in separate series from the subject files. As a means of gaining access to the information in the record material, two basic types of finding aids are used. One, the classification plan, is designed to bring together related material, while the other, the index, spreads over the alphabet items of information contained in the material regardless of their relationship. Sometimes the physical arrangement is made to conform to the classification plan, sometimes to the index, and sometimes it differs from both of them, as will be seen later. Classification plans have various systems of notation, and are generally known and identified by their notation,

such as the decimal system, the subject-numeric system, the alphanumeric system. For our purposes, however, it will be more meaningful if we group our systems according to the principle that determines the order of their major categories. Following this criterion, we find all our systems falling into three groups: the chronological, the logical, and the alphabetic, to name them in the order of their development.

CHRONOLOGICAL SYSTEMS

Chronological systems developed in the earliest days of our country, when life was simple and government comparatively small. All writing was done by hand. Business was carried on in leisurely fashion, and record material did not accumulate at a rapid rate. The filing system then in use in most all government offices was simple and primitive, following the pattern of (1) incoming correspondence, (2) outgoing correspondence, and (3) miscellaneous papers. Incoming letters were numbered in the order of their receipt and folded to fit into document boxes 3½ inches wide and eight inches high. Alphabetic indexes were made to these letters, at first in book form and later on cards. Outgoing letters were copied into blank bound books, which were also indexed in book form and later on cards. Miscellaneous papers consisted in the main of form material of one kind or another; they were usually filed in various series and were not indexed.

Thus the first system used in our country had a chronological arrangement with a serial number code, with a single document as the unit. There was no classification, reliance being placed entirely on the index. This state of affairs went on until the invention of the typewriter in 1874. By 1897, it was generally in use in government offices. Carbon copies of outgoing letters superseded the fair copies in bound books, and made possible the filing of the outgoing letter with its related incoming letter. From this beginning there gradually evolved the practice of filing together into one unit all related papers. The unit was given one number in the series. In the early series of files, gaps in the serial numbers indicate where consolidations were made.

The greater number of these units were case files, and were indexed by name. A smaller number were subject files and were indexed by topic. In the course of time, in some instances all the case files concerning the same subject were given the same serial number as the related subject file, while in other instances the case files were placed in separate series from the subject files. In this evolution

of the file in lieu of the individual paper as the basic unit, there came to light a difficulty that still remains to plague us today, — that is, the question of where one file should end and another begin. With case files, the question is simple because of the concreteness of the person, place, or thing around which the subject matter revolves. With subject files, however, the manner in which subject matter begins, grows, branches off and subdivides into additional subjects, often overlapping and intermingling, makes difficult at times the determination of just what should be included in a given subject file.

This chronological system with a numerical code has a number of advantages. For one thing, the chronological arrangement is a natural one, corresponding to the order of administrative events, and chronology is therefore an important element in the formulation of a record program. Although it is neither a classified system nor a self-indexing one, it is well adapted to certain types of records, especially where there is a large preponderance of case files of substantial proportions. A good modern example is the system governing the legal records of the Federal Trade Commission.

The Federal Trade Commission is a quasi-judicial, quasi-legislative administrative agency, established in 1915 to administer laws prohibiting unfair competition, deceptive practices, and certain monopolistic tendencies in industry and commerce. Its major operating activity involves the adjudication of cases initiated by the filing of an application for complaint. The resulting case files constitute 76% of the bulk of record material that accumulates each year. These case files are arranged in two series, one containing the application cases that are settled without the issuance of a formal complaint, known as the Informal Docket cases, and the other containing the complaint cases that undergo formal proceedings before the Commission to be adjudicated, known as the Formal Docket cases. The remaining 24% of material comprises the general files of the Commission.

The general files are arranged by subject, and included in 43 separate categories, serially numbered in the order in which they were established, with gaps between numbers due to consolidations. The Informal Docket cases, serially numbered in the order in which they were set up, are all included in one of the categories of the general series, number 1, which precedes the serial case number separated from it by a dash. The Formal Docket cases have their own separate series of numbers and are not included in the general series by any symbol.

While the physical arrangement of the material in the file cabinets is governed by serial numbers, it is possible to arrange the categories in classified arrangement on paper, with the related serial numbers to the right as in a table of contents, without the necessity of revising the physical arrangement or serial numbering. Thus a classification scheme of flexible character is provided, reflecting organically the activity pattern of the agency.

LOGICAL SYSTEMS

Logical systems were ushered in by an event that was destined to have a profound effect not only in the library field where it occurred, but also in the field of record administration. Melvil Dewey invented his Decimal Classification for the arrangement of books in 1873. It was first published in 1876 and widely acclaimed in the library world. The same year he established the Library Bureau for advancing library interests. He was one of those energetic and fertilizing personalities always to be found behind the advances made in any field. In 1898, The President of the B. and O. Railroad asked W. H. Williams to prepare a classification for use in organizing railroad records, as a result of which the "Railroad Classification File" was copyrighted in 1902. This venture was the first adaptation of the decimal system to record material.

The decimal system is really a logical arrangement of subject-matter categories with a decimal notation or code, and is accompanied by a relative index. Through the relative index, one has access to all the material that has been classified by subject, without the necessity of indexing the material itself. This system seemed to be the long sought solution to the problem of organizing material by subject, systematically and economically, without the necessity of indexing each document. Government offices one after another developed logical systems with a decimal notation patterned after the Dewey system, — for example, the Office of Indian Affairs in the Department of the Interior developed such a plan for its records, which was placed in effect in 1907 and is still being used.

In 1910, the State Department devised a decimal classification for the records of the department, which was centrally maintained. This system has gone through several editions without drastic change. It is unique in the method by which geographical subdivisions are incorporated in subject categories by the use of country numbers. However, it is showing its inadequacy under the strain of world events, and has been the subject of study for purposes of revision which is badly needed.

Such was the trend of events until, on February 13, 1912, the Taft Commission on Economy and Efficiency issued a memorandum of its conclusions concerning the manner of doing business in government departments, with suggestions for the use of labor-saving devices. One of these suggestions was "That all correspondence, both incoming and outgoing, should be filed according to subject classification arranged as nearly as possible upon a self-indexing basis, and that where file numbers were regarded as essential a logical arrangement of numbers under a decimal or analogous scheme should be employed."

On the basis of this suggestion, logical classification schemes were proliferated all over the government, the classic example of which is the War Department Decimal File System, first published in 1914, and since then revised without any drastic changes. This system was made mandatory throughout the War Department, with certain leeway in its application to meet the needs of various bureaus and offices.

An interesting example of the limitation of the decimal system is shown in that of the Weather Bureau, first established in 1912, extended to the field service in 1915, and successfully maintained mainly because of the stability of the Weather Bureau organization, until about the later 1930's when expanding activities in the fields of aerology, hydrology, statistics, research, and specialized forecasting caused the system to creak at the seams.

Experience with decimal systems emphasizes the fact that their effectiveness depends more on the analysis, division, and arrangement of subject matter rather than on the kind of code attached to them. The decimal code, however, has proved to be somewhat inflexible with a tendency to become complicated under conditions of rapidly developing subject matter such as we have witnessed during the last decade. A logical system, however, does bring together related material in organic fashion more effectively than any other we know. What we need to develop is a flexible and simple code capable of expanding and remaining simple under rapidly changing conditions. Some experiments directed toward this end are now under way and give promise of success.

ALPHABETIC SYSTEMS

Alphabetic systems can be traced back to that same Melvil Dewey who, in 1876, established the Library Bureau for advancing library interests. In 1892, the first vertical letter file was invented by Dr. Rosenneau, Director of Associated Charities in Boston, and

developed by the Library Bureau. It was publicly displayed in Chicago at the World's Fair in 1893. The vertical method of filing stimulated research on the part of the Library Bureau staff to develop systems of guides and folders for use in vertical files.

At the time the Library Bureau began its research, the bulk of record material was in the form of case files arranged chronologically with a serial number code and a name index. The Library Bureau, imbued with the spirit of the times, aimed at economy and efficiency, and decided to make the file self-indexing by arranging it in index or alphabetic order, eliminating the separate index. They made researches in the spread of names over the alphabet as they appeared in the directories of various cities, and on the basis of the information gathered they devised systems of guides and folders that would equally divide the bulk of material in the file drawer and thus facilitate reference to the material.

As a result of their experimentation, the Library Bureau evolved two types of systems which were given distinctive names, patented, and placed on the market. They were comprised of folders and guides with labels of varying cut and position, arranged according to a pattern that would be apparent when placed in vertical position in a file drawer, and would form a framework within which record material could be filed and found when needed. The two types included one in which a straight alphabetic arrangement was maintained, and the other, the so-called "automatic" system, in which the names are arranged initially by the first letter of the surname and then according to the first part of the name, in grouped alphabetic arrangement. This method of alphabeting avoids the necessity of going deep into the name to determine its place in the file.

As time went on, commercial concerns selling equipment set up their own research laboratories and developed their own patented systems following the lead pioneered by the Library Bureau. In 1926, the Library Bureau was absorbed by Remington Rand. The Variadex and the Triple Check Automatic systems presently sold by Remington Rand are the modern versions of the original straight alphabetic and grouped alphabetic (or automatic) systems conceived in the laboratory of the Library Bureau, to which color has been added as an additional safeguard against mistakes in filing. All the systems on the market today fall into the general patterns described above, with some variation in position of guides or folders, or in whether or not serial number codes have been added to the alphabetic divisions to facilitate filing and finding. An alphabetic name file based on the phonetic principle was later developed and

is now sold by Remington Rand under the name "Soundex." These commercial systems all have sales appeal. It is important to know their characteristics before buying them.

In government offices, while many followed the suggestions of the Taft Commission and developed decimal systems to govern their records, some turned their attention toward an alphabetic, self-indexing system in the search for simplicity. The plan was to break the subject matter down into the basic divisions, specific in character, and arrange these categories alphabetically in one series, including any necessary cross-references to make the file self-indexing. An early example of this type of alphabetic system is that of the Marine Corps, put into use in 1921. A four-digit serial number code was assigned to the basic divisions in skips of five to allow for insertions in the alphabetic arrangement. The subdivisions of the basic divisions were also numbered serially within each basic division, with skips. The system created quite a vogue at the time, and was the pattern for the system developed by the Public Health Service and placed in effect in 1923. The Public Health Service, however, worked out an improved method of assigning serial numbers to letters, in both the basic divisions and their subdivisions.

In 1923, the Navy Department developed and put into effect a unique system based on the alphabet, but under a procedure the opposite of that followed by the Marine Corps and the Public Health Service. The Navy broke down their subject matter into seven broad areas representing the major functional fields in which Navy operations were carried on. These seven categories were given standard titles, and a mnemonic letter code corresponding in most instances with the initial letter of the standard title. Within each of these categories, related material was arranged in subcategories and sub-subcategories each of which were given serial number codes in the order in which they were set up. This plan allowed for unlimited expansion. It was made applicable throughout the Navy Department with the exception of the Marine Corps, which had developed the system described above. While this system is alphabetic as far as the major categories are concerned, within the major categories the chronological system with a numeric code determines the order. The idea of a self-indexing system was not adopted, and a very complete relative index is part of the classification manual. A new edition of the manual is in process, and when it is placed in effect, the Marine Corps will at last abandon its own system and join the rest of the Navy in adopting the manual for its own use.

Coming down to more recent times, we find another system de-

veloped by the Department of Agriculture based on the alphabet, that has been the prototype of those of many other agencies. It is called the subject-numeric system because the code consists of the name of the major category plus a serial number for the subdivision. Sometimes there are finer subdivisions each one being serially numbered within its own series. The system has a number of interesting features described in the *Procedure Manual for Records Management*, issued in September 1942. A unique feature of this system is the method of developing the file units, called "continuity filing." The categories are broader in scope than those of the Marine Corps system, and in consequence there is more association of related material. The manual includes a relative index, as it is now recognized that such a system cannot be self-indexing.

In this survey I have given a brief description of the various types of record systems now in effect in government agencies, and a short history of their origins. This is merely setting the stage for further study in a badly neglected area. Although we have been discussing only current records, we should remember that there are three stages in the life history of record material, and that problems neglected in the current period are automatically inherited by the custodians of later periods. Many of the problems we are discussing today relating to record centers, and much of the activity in the National Archives since its establishment, have been caused by the problems neglected during the current period and inherited by these later custodians. It is time for us to get busy!

The President's Page

By PHILIP C. BROOKS[1]

The National Archives

AMONG a surprising number of matters demanding the attention of your officers, two of special interest now are the Society's membership campaign and its participation in international activities. A new leaflet is being used by D. L. Corbitt and his Membership Committee to tell prospective members of our aims and doings. At the same time, we who are members may well consider the benefits of participation in our professional organization. None of us can afford the expense, the time, or the shelf space for publications to join all the organizations in which we have some interest. Why are we in this one rather than some others?

Of course the most tangible return for our dues is the quarterly journal. I, for one, consider it well worth while, both for information and as a medium for carrying out the Society's objectives. In addition, membership provides an opportunity to associate with others sharing our occupational interests or others so closely allied that it is important for us to know what they are doing and how they think. This broadening of our awareness outside the immediate lines of our own activities is to an alert person reason enough for membership. From a more strictly personal point of view, it enables us to be aware of important developments and changes of personnel among a variety of institutions.

From a less personal point of view, membership in the Society gives one a right to share in its government, and its officers are eager to have active participation by all members. Membership is an opportunity to support concretely the long run objectives of sound records preservation and effective utilization of records as source materials for many kinds of research. Last, and far from least important, this whole activity is closely allied in the minds of most of us with the ideals of public service and of contributions to culture.

Conversely, we may ask why the Society should seek new mem-

[1] President Brooks, formerly Records Officer of the National Security Resources Board, is now Chief Archivist of the War Records Branch of the National Archives.

bers. To this there is an equally frank and realistic answer. The Society needs new members with fresh points of view to keep it alert and active. More members mean greater resources of personnel with varied abilities for the study, writing, speaking, correspondence, and committee work that make an organization function. Larger membership means greater financial resources for publications and other Society enterprises. Furthermore, expanded membership is essential if the Society is to be a medium for exchange of information, to promote better care and use of archives and historical manuscripts, to encourage training of new workers in the field, and to express group interests to public officials and to the public.

The Membership Committee is distributed among the geographical areas of the country. Present membership are encouraged to send the names of prospects to D. L. Corbitt, at the Department of Archives and History, Raleigh, North Carolina, or to the Secretary of the Society.

The promotion of archival economy in this country is the main objective of the Society. Yet in these days no one, and certainly no national organization, can live such an uncomplicated life as to withdraw completely within national bounds. I, for one, would not want to, both as a matter of interest and because I have made many friends among foreign archivists who have visited here to study principles and methods. *The American Archivist* goes to some thirty countries on memberships or subscriptions. The exchange is not just one way, for we can learn much from abroad, and we share with foreign archivists the ideal of preservation of sources for cultural research as well as the administrative responsibilities of archivists.

The International Congress on Archives to be held at Paris, August 23-26, will cover as major subjects records administration, microphotography and archives, business records, and an international bibliography of guides to archives. Attendance at the Congress is open. It will be preceded by a Constituent Assembly made up of three delegates from each country participating in the International Council on Archives. For the United States, the National Archives will have one — the Archivist; and this Society will have two — who will have to depend on agencies other than the Society for their travel expenses. After consultation of our Committee on International Relations I have designated Margaret C. Norton, Archivist of Illinois, and Fred W. Shipman, Records Management Officer of the Department of State, as the Society's delegates. Other

representatives will be Oliver W. Holmes of the National Archives, Deputy Secretary General of the Council; Solon J. Buck of the Library of Congress, Vice President of the Council for the Western Hemisphere; and Herbert O. Brayer, of Northwestern University, Secretary General of the Council. I am sure they will have a stimulating experience and will have valuable information to report at the Madison meeting.

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND 19, VA.

The Ecole Des Chartes[1]

By DOROTHY MACKAY QUYNN

Herblay (Seine et Oise)
France

IN 1807, in the midst of his campaign in Prussia, Napoleon Bonaparte stopped to meditate on the plight of historical studies. He wrote of the "lost art of distinguishing original source materials from the work of secondary commentators, good and bad." He wanted to found a school of history to revive this art. Bibliography was also to be taught, so that the "young man should not spend months lost in a maze of inadequate or unreliable reading, but instead would be directed to better books, and would thus acquire better information more easily and more quickly." Unfortunately this dream of Napoleon's was not to be fulfilled until fifteen years later, just before the Emperor's death at St. Helena, and then by the order of a ruling Bourbon king.

The great libraries and archives of France are depositories of the culture and learning of the past, rather than reference centers of a type more familiar to Americans. They are the heirs of those medieval monasteries whose monks devoted themselves to the preservation and study of manuscripts. The curators of such collections require a kind of training not needed by those whose work leads them into a modern field and to recently printed books. They must have facility, not just a "reading knowledge," of the Latin and French languages of the middle ages, no small order, since

[1] The facts in this study and all of the quotations have been taken from the following works:

Maurice Prou, *Livre du centenaire, 1821-1921*, 2 vol. Paris, 1921.

Ecole des Chartes, *Centenaire de la réorganisation de l'Ecole des Chartes. Compte rendu de la cérémonie du 17 mai, 1947*. Paris, 1947.

Ecole des Chartes, *Notice sur l'Ecole des Chartes*. 10th ed. Paris, 1947.

G. Hanotaux, "Le Centenaire de l'Ecole des Chartes," in *Revue des Deux Mondes*, Feb. 15, 1921, p. 788.

C. Jullian, "L'Ecole des Chartes dans notre histoire nationale" in *Revue de Paris*, Aug. 1, 1927, p. 481.

The writer is grateful for the generosity of a number of French scholars who took time to discuss various aspects of this paper with her. Some of the opinions quoted have come from them, but it was thought best to avoid direct quotation. These scholars include Professors Ferdinand Lot and Robert Fawtier, Membres de l'Institut; Marcel Bouteron, Membre de l'Institut, retired director of the Bibliothèque de l'Institut; Charles Braibant, Directeur des Archives de France; and Guy Dubosc and Régine Pernoud, archivists at the Archives Nationales.

both languages were constantly changing. For some work, additional languages are necessary. And still more complicated than the language problem is that of the handwriting, the deciphering of which requires special training in paleography. The identification of much medieval material calls for a detailed knowledge of the history of legal and epistolary formulae and of much intricate detail about the history of France and her rulers.

The monks of the middle ages acquired these skills much as apprentices learned their trades, by working with older scholars. Some orders, such as the Benedictines, gained an enviable reputation for editing of manuscripts and for scholarly work based on a study of them. The Benedictines of Saint-Maur, established at Saint-Germain-des-Prés, in Paris, produced many famous scholars and supplied numerous librarians and keepers of manuscripts to the Court of France. The French Revolution emptied the monasteries of both scholars and their books, and manuscripts were distributed to centers in distant parts of France. Many valuable records were lost or deliberately destroyed. On one occasion a bonfire was made in the Place Clichy in Paris, and the flames consumed all the family archives and genealogical manuscripts which the authorities had been able to get into their hands. Some confiscated manuscripts found their way into the great libraries taken over by the State. For many years the only persons capable of handling them were former members of the clergy who survived the débâcle, some lay officials of the old royal collections, and a small number of self-taught scholars. The creation of the Institut de France by Napoleonic order furnished a stimulus for the study of the past through the Académie des Inscriptions et Belles Lettres, but no school for the training of young scholars developed either out of the Institut itself or out of Napoleon's own plans for a school.

In 1821, the situation was called to the attention of Louis XVIII:

> In former days the studious Congregation of Saint-Maur devoted itself successfully to this branch of science [history]. Today . . . these studies which are sustained neither by tradition nor by public education, and to which no one devotes himself with profit, are dying out completely.

The result was the royal decree of February 22, 1821, founding the first Ecole des Chartes.

Twelve students were to be appointed by the Minister of the Interior on the nomination of the Académie des Inscriptions et Belles Lettres. There were to be two professors, one from the manu-

script section of the Bibliothèque Royale (Nationale), and the other from the Archives Nationales. The course, which was to include one year in the Library and one in the Archives was to be a practical one. It had the somewhat vague objective "To read the various manuscripts and study the French dialects of the middle ages." This program was not successful and died out after two years, for many reasons, but particularly because each professor, working independently, tended to duplicate the work of his colleague; secondly because there were no examinations, no diploma, and no arrangements for employing people who completed the course.

The school was revived in 1830 and has been in existence ever since, on more or less the same basis as in 1830, — a course of three years planned carefully to include in succession the various techniques and disciplines necessary for work with medieval manuscripts. Like the first school, the new one was established in the Bibliothèque Royale and the Archives Nationales, but this time the first, or elementary year, was to be spent at the Archives and the last two years at the Bibliothèque Royale. The quarters were inadequate, notably at the Library, where students suffered from heat or cold, depending on the season, in their cramped quarters up under the roof.

In 1847 the Ecole des Chartes moved all its courses to the Archives. This beautiful building, once the home of the Soubise family, situated in the Marais, is one of the few magnificent residences which have been saved from decay in this formerly fashionable quarter. It is entered today from the spacious court opening on the rue des Francs-Bourgeois. Before the Soubise family acquired it and remodelled it in the eighteenth century, the house had been the Paris residence of the Guise family, who in turn had acquired it from the Clisson family which had possessed it since the fourteen hundreds. The turrets of the fourteenth century entrance are still to be seen today in the rue des Archives, to the left of the main building. The Ecole des Chartes was given quarters near this old entrance, which was now to become the entrance for the school. The classes were held in the Salle Ovale on the ground floor. The windows reach from floor to ceiling and the narrow wall space between them is covered with carved panelling. A hundred years ago there was a low circular enclosure within which the lecturer and students were seated close together. Outside this barrier auditors and visitors were allowed to listen to the classes without disturbing

the busy *Chartistes* within. Through the windows one looks out on one of the beautiful courts of the palace. After visiting this room, even on a cold winter's day, one is led to wonder what prompted Gabriel Hanotaux to write as he did in 1921 of his life there as a student years before, referring to:

> . . . les bâtiments lépreux de la rue des Francs-Bourgeois au fond de cette cour humide assombrie par les hauts murs de l'Hôtel de Soubise dans cette salle obscure si mal faite pour la lecture des manuscrits . . .

In 1897 the school was moved to the Sorbonne, to a separate part of the building next to Richelieu's chapel. It is still there today. There are several classrooms and offices as well as the library. On the wall of one of the rooms, where the course in paleography is given, there is an enormous mural painting of the old monastery of Saint-Germain-des-Près, where the predecessors of the modern *Chartistes* once lived and worked.

The Ecole des Chartes is one of a group of what the French today call the Grandes Ecoles. These are schools of university rank to which students are admitted by competitive examination, the successful candidates receiving a completely free education. In most of these schools, although not at the Ecole des Chartes, they get their living expenses as well. Among these Grandes Ecoles are the Ecole Normale Supérieure in Paris for men looking forward to a teaching career on the university level, and the Ecole Normale de Sèvres for women in the same category; the Ecole Polytechnique for engineers and officers of the technical branches of the army; St. Cyr for infantry and cavalry officers; the Naval School, the Agronomy Institute, a number of specialized engineering schools and a few others less well-known abroad. Students preparing to enter these schools prepare for the competitive entrance examinations in post-graduate classes in certain Paris lycées, where they spend at least one year. The examinations are very difficult and students rarely pass the first time, but return for another year of tutoring. Probably the most difficult of all, and therefore carrying the greatest prestige, are the Ecole Normale Supérieure and the Ecole des Chartes.

The examination for the Ecole des Chartes is open to candidates of French nationality who have completed the baccalaureate, the examination which terminates one's secondary school career and admits to the usual university courses. Frequently candidates have more than this, a university degree, or some work towards one. The examination includes:

Written examination

1. Translation from Latin without a dictionary
2. Latin essay without a dictionary
3. Essay in French on a subject assigned from French history, prior to 1500
4. Essay in French on a subject assigned from French history 1500-1815

Oral examination (for those who have passed the written examination)

1. "Explication d'un texte" (This is a meticulous interpretation, word by word, of a Latin passage)
2. Discussion of a question from each of the two periods of history listed above
3. An examination in the historical geography of France
4. An examination in German and one in English
5. Extra credit is given to candidates who present in addition one or more of the following languages: Classical Greek, Italian, Spanish, Portuguese, Russian, Arabic.

The twenty candidates with the highest rating are admitted. This means in practice that two thirds to three fourths fail. It is to be remembered that all the candidates have had roughly the same preparation, and that all have spent at least one year in a post-graduate lycée to prepare. The examinations are therefore a good test of ability.

Students at the Ecole des Chartes have four to six classes weekly, each class lasting an hour and a half to two hours. They may also register for work at the Sorbonne if they have time. For courses requiring reading of manuscripts, sets of fac-similes are kept in the school library. The students know in advance which texts are to be covered in class, and they swarm in the library many hours each day to prepare for their classes. The classes combine recitation and discussion, but students are not graded on their recitations, although contrary to the usual custom in France, constant attendance and satisfactory participation are required for admission to the final examinations. The final grades each year depend entirely on the final examination. This is a general examination on all fields covered during the year, and a list is published in order of merit. Students who fail once may repeat the year, but only once in the course of their careers at the school. Those who do, lose their right to places on the merit list, and their names are published at the end in all subsequent lists. Very few fail, but some drop out.

The courses include:

First year: Paleography, Romance Philology, Bibliography, Library Service

Second year: Diplomatics, History of French institutions, French archives, archives service, Primary sources in French history and literature

Third year: History of Civil and Canon Law, Medieval archeology, Primary sources in French history and Literature

In the course of the work, each student selects a subject for a thesis which must be directly related to his work at the school. Sometimes this choice is made because of special interest in the topic. Occasionally students choose something on which they can work during vacations at home or in archives near their homes, for example the editing of the cartulary of a local monastery or the study of some phase of local history for which extensive original sources are available. The theses tend to emphasize the use of documents rather than the search for them, but most subjects require both processes. The theses demonstrate the student's ability to work with manuscripts in a non-contemporary language, and in this they are usually more difficult than the theses for the American doctor's degree, if the latter is based on American sources. On the other hand, the Ecole des Chartes theses are ordinarily much shorter and the field is more limited since there is a time limit, about six months after the last final examinations. There is an oral examination or "defense of the thesis." The grade on the thesis is combined with the grades obtained in all previous final examinations to determine the candidate's standing on the graduation list. The method by which this figure is reached is intricate and difficult to explain in terms of American practice, but it is fair to say that the thesis accounts for something over 80% of the grade, and the last final examination makes up most of the rest. Graduates have the title of "archiviste-paléographe" and are popularly known by the name which applied to them as students, *Chartistes*. Most of them have another diploma, that given in the competitive examinations for library positions, for which they prepare in some of their courses.

In addition to the regular students at the Ecole des Chartes, there are usually a number of persons who are admitted by special permission as "auditors." They now take no part in recitations or discussions and take no examinations, and they are not entitled to call themselves "élève de l'Ecole des Chartes." This group includes students enrolled in the Sorbonne or the Institut Catholique, who wish to learn paleography or attend the lectures in advanced

courses. The number of auditors varies from two to twenty or more. At present it is very high, because among the British and American veterans studying in France with government aid, there are a number of medievalists and a considerable number of clergy who expect to work in that field. From time to time, a few of these people have been admitted to the school as "élèves," and for the whole course. They must satisfy the entrance requirements, almost impossible for foreigners except the clergy, and they take examinations, receiving the degree of "archiviste-paléographe" on graduation. They are not considered as competing with the French students and their names do not appear on the merit lists. There are several such scholars in the United States at present, mostly Catholic clergy.

The first woman student was admitted in 1906. The French have always been more generous in these matters than either Americans or British, and their laws do not ordinarily exclude women. It is therefore rarely necessary that a fight be made to nullify a law before women can receive certain appointments. The first woman who applied was admitted. It has been difficult for women to prepare for the entrance examinations, however, since the girls' lycées taught less Latin than did the boys' schools. At least one boys' lycée always offered a post-graduate year for preparing the Chartes examinations, but no girls' lycée had enough demand for such a course. A very fine semi-private school for girls in Paris, the College de Sévigné, was founded to meet this need, and women who expect to enter the Ecole des Chartes still go there to prepare. It is particularly strong in Classics, unlike the girls' lycées, which tend to emphasize the more modern fields. Recently, girls have been allowed to attend the "Chartes" classes in the boys' lycées. At the present time, the women sometimes outnumber the men at the Ecole des Chartes, and many of them have won high places on the lists. A woman took first place on the graduation list last year, and won the Prix de Rome, — for research at the French School in Rome.

What becomes of the graduates? Many years ago, there were always among the *Chartistes* a few men of means, often the bearers of names famous in the world of scholarship, who, after graduation, became private scholars. Pierre Champion, who died during the war at an advanced age, is often spoken of with sorrow and nostalgia as the "last" of these. There are no private fortunes left in France which will permit this type of luxury. Today the *Chartistes* are all interested in jobs. The most frequent procedure is to

seek appointment as archivist in the provincial archives, in the Archives Nationales, or in the manuscript section of the Bibliothèque Nationale. These posts are reserved by law for *Chartistes*, but there are few vacancies, only three this year. While they do not enjoy exclusive rights in other libraries, their training makes them very much sought after for library posts, in the big state libraries such as Sainte-Geneviève and the Mazarine, and in the provincial libraries, particularly those of the universities. They are also preferred in many of the archives of the various government ministries in Paris. Some have immediately or eventually entered other fields. Count Bastard d'Estaing and Gabriel Hanotaux won brilliant reputations as diplomats, and Hanotaux, also well-known as an historian, became a member of the French Academy. A number have become famous as teachers of medieval history or literature, including Gaston Paris, Charles Bémont, Ferdinand Lot, Petit-Dutaillis, Abel Lefranc, Funck-Brentano, and Halphen, all at the University of Paris. One *Chartiste*, Alexandre Coville, was Rector of Clermont-Ferrand and director of higher education in the Ministiere de l'Instruction Publique. Many have gone into editorial work or journalism immediately after graduation. A few have positions with dealers in rare manuscripts and books. One *Chartiste* now owns and operates a long established firm which specializes in autographs and rare literary manuscripts. Naturally, many have returned after years in archives or in teaching, to positions in the Ecole des Chartes itself. This list, too long to give here, includes the entire staff of the school for almost a hundred and twenty years. The directors of the Archives Nationales during the same period, have come for the most part from among the former pupils of the school, as have also a large majority of the heads of departments and the directors of the Bibliothèque Nationale. The names of Charles-Victor Langlois of the Archives and Léopold Delisle and Henri Omont of the Bibliothèque Nationale stand out among hundreds in this category.

While the older generations of *Chartistes* view with alarm the extent to which the creation of a library diploma with more general training has offered successful competition to *Chartistes* seeking library posts, many younger graduates have expressed themselves as being satisfied with present opportunities and do not give the impression of fearing unemployment. A *Chartiste* is still a *Chartiste* in France, and he is spoken of with respect equalled only by that enjoyed by the *Normaliens*.

The great problem today, which worries everybody, is the effect which war conditions have had on the careers of the graduates. A departmental archivist is an important civil servant and enjoys much local prestige. The standard procedure before the war was to make initial appointments to small, uncomplicated libraries, and to advance the best men to the larger, more important, and more difficult archives. Now all this is changed due to the housing crisis which has reached incredible proportions in France. The archivists were formerly given houses or apartments in the archives buildings, for housing is usually provided in France for the heads of schools, libraries, museums, and other important public institutions. Now all the state can do is to grant a rent allowance, except in the places where the old apartments are still available. The result is that the older, more experienced men will not accept new appointments because they know that they will have no roof over the heads of their families. This stops the normal promotion process, for instead of beginning at the bottom, a young, unmarried man is frequently the only possible candidate for an important post. This, in the opinion of the central administrative authorities, has resulted in a decline of the importance of such posts. As a result the morale of the archivists suffers seriously in a country like France where every civil servant in the professional categories thinks of himself as entitled to promotion at frequent intervals.

The war has had other results. Because of the destruction of some of the most interesting collections, there is no longer any inducement for scholars to take posts in places where they handle little except contemporary administrative documents. And finally, the enormous increase in the teaching load and the infinitesimal adjustments of salaries in the French schools have considerably decreased the number of elementary and secondary school teachers who once spent leisure hours in research in the local archives, where they became the friends and allies of the archivist. There are occasional exceptions. In one small town the elementary school teacher works in a lignite mine to eke out his pitifully small income for his family. He recently applied for permission to work in the archives at night. He is writing a history of the mine.

What have been the contributions of the Ecole des Chartes? Since the reorganization in 1830, the school has published a journal, the *Bibliothèque de l'Ecole des Chartes*. In 1921, on the occasion of the centennial of the school, the director, Maurice Prou, published a book containing a study entitled "L'oeuvre de l'Ecole" which he interpreted to mean the publications, especially the mono-

graphs, of its graduates. This record covers 189 printed pages, largely lists. There is in addition a list, covering seventeen pages, of the literary and historical prizes won by former students. The nineteenth and twentieth century printed catalogs of the Bibliothèque Nationale and the Archives, and the remarkably valuable inventories and catalogs of the departmental archives are all the work of *Chartistes*. Prou's list includes hundreds of well-known standard works, to mention only two, — Langlois's part in Langlois and Seignobos, *Introduction à l'histoire*, and Delisle, *Cabinet des Manuscrits de la Bibliothèque Impériale*.

Less tangible, but quite as extensive and important has been the influence through the work of those who have been trained at the school. The so-called "method of the *Chartiste*" is one of orderly arrangement and documentation. It has influenced scholarly writing in France, and has contributed to the clear and logical style in documentation for which the French have gained an enviable reputation, especially in the field of history. The classification and cataloging of innumerable collections of documents have made accessible to scholars and officials what were once piles of unlabelled, disordered boxes. This achievement has been particularly significant in the case of the Archives of the Ministry of Foreign Affairs and other departmental collections. Many valuable documents have been saved for posterity by donors who were glad to present them to active and intelligent custodians. The accessibility of manuscript sources has encouraged the use of these sources in historical research and has placed historical writing on a very high level.

The Ecole des Chartes is not without its critics. Voices are heard from time to time accusing the school of inadequacy in fulfilling its purpose and of producing in our own day a disproportionately long list of undistinguished graduates. This is attributed to a variety of causes ranging from old fashioned conservatism to the practice of admitting women. The causes of the criticism are probably two in number, first the greater number of present-day training opportunities once found only at the Ecole des Chartes, thus dissipating the group of medievalists; second, the heavy burden of paper work and other aspects of present-day administration, which influences the amount of individual attention students get, as well as the amount of leisure for study among the graduates.

There is at the present time a difference of opinion among scholars and administrators, including *Chartistes*, as to the scope of the work today. Until a few years ago, it was the only school at which archivists and librarians were trained. Today a great many com-

petent librarians, some holding important administrative positions, were trained in the various universities in France. Their education is more general, and in the opinion of some, more adequate than that of the *Chartistes*. These people have university degrees, technical library training, and a diploma obtained by competitive examination. The Ecole des Chartes now includes a course of lectures in preparation for this diploma, which its students must now obtain if they wish to enter libraries rather than archives. The university training probably offers some advantage, since the examination does not include the elaborate techniques connected with the reading and analysis of documents, to which the Ecole des Chartes is devoted. The school is therefore criticized at times for not providing a more varied course. The present administration of the school has resisted efforts to enlarge the scope. In a speech made in 1947 on the occasion of an anniversary celebration, the present director said:

> Nous fûmes, nous restons une école d'érudition dans le domaine de l'histoire de France. Nous fûmes et demeurons des hommes d'études . . . nous fûmes et demeurons principalement des médiévistes . . .

It was also true, in former days, that medievalists, including those who entered teaching rather than archival work, were trained only at the Ecole des Chartes. The few distinguished scholars in this field who did not begin as *Chartistes* were likely to have attended as auditors, especially in the courses in paleography and diplomatics. Such eminent scholars as Christian Pfister, the Alsacian medievalist who returned to his native province as Rector of the University of Strasbourg after World War I, got their training in this way. During the past thirty years or more, the universities in the provinces, as well as the University of Paris, trained medievalists through the teaching and guidance of former *Chartistes* such as Ferdinand Lot in Paris, Halphen in Bordeaux and later Paris, and at Strasbourg under the leadership of Pfister, who had once listened from outside the barrier in the Hotel de Soubise. At the Sorbonne, Langlois had established a series of lectures on auxiliary sciences before the turn of the century. Joseph Bedier, a *normalien*, had profited by this training. The monopoly once firmly established in the Ecole des Chartes has disappeared. It is now more usual for one interested in medieval history or literature to plan a university education, leaving a higher proportion than formerly of people with more limited technical interests at the Ecole des Chartes. This has inevitable results as far as impressions of distinction are concerned. One hears more about the brilliant lec-

turers and producers of monographs than one does about those who facilitate their work by providing excellent catalogs and scholarly editions of difficult manuscript sources. While the *Chartistes* cannot be accused of devoting their energies entirely to catalogs or minutiae, it is probably true that more and more of them tend to do this, if only because their positions require it. The university men, on the other hand, are forced by competition to emphasize other aspects.

Those who blame the lack of distinction on the advent of women take the debatable position that women succeed more easily than men of equal or superior ability in passing examinations, thereby winning a large number of the available twenty places each year. They do not themselves become distinguished, it is said, but have reduced the number of men who might have done so, had they been admitted. The women *Chartistes* have a very high record of achievement in the school. Some of them have done excellent research, "crowned by the Academy." Some have been prevented by marriage from competing for good appointments which family responsibilities have made impractical for them. The archives positions are not, like those in teaching, won by competitive examination. The women therefore sometimes suffer from the fact that when appointments are to be made, superficial qualifications may receive more weight in their case than in that of their male competitors. Public duties connected with some of the positions seem, in the minds of many, to call for men, regardless of technical qualifications. These factors have undoubtedly reduced the ratio of distinction for the women.

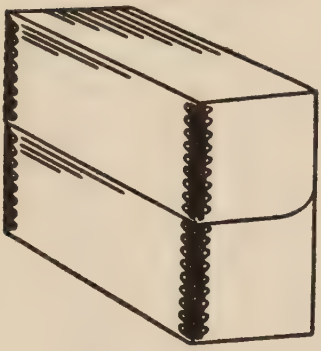
If it is true that the school's reputation for distinction is not what it was in the nineteenth century, the explanation is to be found in the conditions of modern life, rather than in the factors described above. It was once true that the scholar, whether he was an archivist or a university teacher, was expected to devote a large part of his time to his own research, which presumably would result in publication and in some cases, fame. The number of archivists in state positions in France today is still what it was under Louis Philippe. It would be impossible to estimate the expansion in document production which has come during the past century, with the typewriter, the mimeograph machine, and the telegraph. The archivist must provide for the enormous volume of useful and useless paper which comes to him from government offices. He must also worry about their preservation, a matter which gave him less concern when the documents arrived written in ink on good

paper, or even parchment. All this takes time. In addition, he now has a telephone, which results in a vastly increased number of inquiries, invitations, visits, and unanticipated interruptions of all kinds. Like the university professor, the archivist now has to do his research at night or during hours which the administration does not claim. This is a different picture from that of a hundred years ago when Delisle produced his *Cabinet des Manuscrits* or even fifty, when Langlois managed to be so brilliantly prolific. Contemporary production of scholarly works has of necessity slowed down.

Unlike their monkish predecessors, *Chartistes* have not led cloistered lives, rather have they found satisfaction, as special custodians of the history of France, in taking part in events which we today might call "history in the making." There is an amusing account of the day in 1848, when the whole school decided to parade to the Hôtel de Ville, a quarter of a mile away, to congratulate the government on the reestablishment of a republic. One of the students composed a Latin oration on the theme "He hath put down the mighty from their seat and hath exalted the humble and meek." This was rejected in favor of one in French saluting the "culmination" of the historic struggle for liberty in France. In 1870-1872 both professors and students left for active service and some never returned. In 1914-1918, fifty-one *Chartistes* were killed in action. In one of the class-rooms today, opposite the mural depicting Saint-Germain-des-Près, marble tablets list the names of those who lost their lives in the last war, many of them "died in deportation." This is a grim reminder of the bravery of so many of the student generation during the Resistance.

It is interesting to note in Paris today, that although there is much talk of the need for government economies, there is never even a whispered suggestion that the country might get on without what in some quarters might be considered an expensive luxury. There will always be hope for a country in which everyone is proud of the Ecole des Chartes.

FIBREDEX



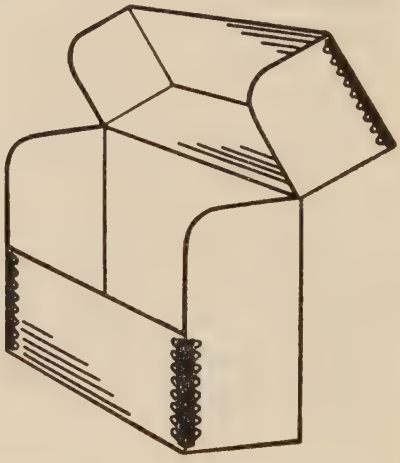
Better containers for
Display, Handling and
Storage of Library Materials

Aluminum Foil Covered Cases Now Available For Immediate Delivery

Document Case

Used by the National Archives where valuable Government Records are stored forever.

ONE PIECE CONSTRUCTION
HINGED LID, REINFORCED
BOTTOM.



Write for free circular illustrating other Fibredex cases

THE HOLLINGER CORP.

1426 N. Quincy St.
ARLINGTON, VIRGINIA

Inexpensive Devices to Aid the Archivist

By ELLEN STARR BRINTON

Swarthmore College Peace Collection
Swarthmore, Pennsylvania

IF the director of a small archival establishment wishes to avoid the expense and hazard of sending old books and papers out for reconditioning, must he spend large sums of money for equipment that may be used only at irregular intervals? Or can he develop some homemade apparatus that will serve the purpose?

The Swarthmore College Peace Collection has found two homemade devices useful in helping to condition old books and papers for better preservation. One is a humidifier. The foundation container is a fifty-pound lard can. An aluminum pie plate, holding a large sponge saturated with water, is placed on the bottom of the can. Over this is placed a piece of aluminum fly screen to prevent the objects to be humidified from actually touching the wet sponge. When the can is filled with papers the lid is put on tight. In a few hours or overnight the papers absorb an astonishing amount of moisture — they actually feel wet when removed from the can. They can be handled with ease, but speed is necessary since the dampness evaporates rapidly. Each paper is spread out on white blotting paper and immediately put in a press. The next day materials so treated are flat, crisp, and smooth, as if they had been washed and ironed. Between jobs, the sponge and containers must be permitted to air and dry.

The press used by the Swarthmore Peace Collection was made from an old hand cider-press. Found, after months of searching, in the barn of a tourist house in New York State, its original cost was but $10. The metal cylinder was discarded on the spot, and the rest of the machine was hauled away in the back of a car. On arrival home the director faced her real problem — how to convert the thing into a satisfactory press and where to find someone to do it. Engineers consulted scoffed at the idea, saying: "Special iron must be cast into sheets to make two plates of the desired size. In no other way can the needed firmness and accuracy be achieved. The work will cost at least $100." Their verdict was discouraging,

but a paper press was essential to our work, so the inquiry continued. Finally a small woodworking shop was consulted and one of its carpenter-mechanics developed a personal interest in our problem. On the metal screw he placed a wooden frame made up of plywood sheets and 1 x 4 inch wooden blocks glued and dovetailed together. This replaced the round iron pressing plate that formerly forced the apples into the cylinder. After the original wooden box that gathered the juice was removed and discarded and the screw was greased, the apparatus worked perfectly as a press. The cost was $20.

The press plates are 17 x 24 inches, large enough to handle ordinary newspaper pages. Posters and broadsides too large to fit the press are cut into convenient sizes, laminated, and then, if desired, are hinged together again. By placing blotting sheets in the fold it is possible to handle large posters at one operation.

Archives of the International Labour Office

By G. DUBOURG

Registry and Despatch Service
International Labour Office

THE files and documents of the International Labour Office are preserved in: (1) the Registry (correspondence, some documents); (2) the Director-General's Office (personal correspondence of the Director-General, confidential political questions); (3) the Personnel Service (personnel files, statutes, engagements, contracts, holidays, reports of various administrative committees); (4) the Library (books, newspapers, documents, iconography); (5) the Sections and Services (technical documentation); (6) the Financial Service (account books and papers); (7) the Application of Conference Decisions Section (original texts of the Conventions and Recommendations adopted, signed, and applied); (8) the Editorial Section (manuscripts of articles and reports); (9) the Public Information Section (publicity material); (10) the Purchase and Maintenance Section (tenders, specifications, insurance contracts); and (11) the Distribution Service (printed or processed I.L.O. publications).

REGISTRY

I. *Archives*

The Registry preserves in its official files: (1) the correspondence (with the internal minutes, drafts of letters and reports) concerning the admission of States to the Organisation and the methods of communication employed, relations between the employers' and workers' organisations and the international organisations, the contributions of the States, general finances, publications (subscriptions, exchanges, etc.), general administrative questions, missions and reports thereon, general or technical information supplied to the various Sections and Services of the Office and information for external distribution, conferences, the despatch of the texts of Conference decisions, their ratification and their application, diplomatic privileges (the legal status of the Organisation, passports, taxes), the purchase of books and material equipment for the Office, sub-

scriptions to periodicals and publications in various countries; (2) the preparatory documents for various meetings, the records (draft or signed records) of the committees, the documents on the origin and constitution of the Organisation, the regulations of the conferences and the committees.

The Registry preserves in its confidential files the correspondence concerning certain administrative questions (pensions fund, administrative tribunal), questions of relations, diplomatic privileges, correspondence preparatory to conferences, as well as any other matters requiring confidential treatment.

The Registry also preserves signed copies of the treaties and agreements made by the Organisation.

The files opened and maintained during a certain period in the Director-General's office (political questions) or in Sections or Services (correspondence used in editing special reports) are sometimes sent back to the Registry where they are classified and preserved. For each of these files, a card is inscribed with the title given to the file and the alphabetical and numerical references. These cards are of two kinds: (1) a numerical card (on which is inscribed in chronological order the names of the persons or Services to whom the file has been sent, and the date on which it was sent); and (2) a reference card (subject, form, name, country, town, etc.). A glance at the numerical cards shows how often the files have been used and helps to classify them under the various headings.

When a file is opened whose permanent usefulness is at once apparent, one of the two following inscriptions is made on the file and on the corresponding number card: "Pa" (active preservation), or "Pi" (inactive preservation) according to whether it may be consulted frequently or only at very rare intervals. They are placed in different filing cabinets. These cards "Pa" and "Pi" are of different colours and are easily recognisable when transfers are subsequently made.

Finally, the Registry preserves the register lists of letters received, copies of letters despatched, and mail statistics, which are bound periodically.

II. *Division into Categories*

There are three categories:— (A) The *active* category (active files regularly demanded), general files "Pa" (statutes and regulations, relations and methods of communication between governments, ratification of Conventions, diplomatic privileges, etc.) and

newly-opened files. A revision of this category takes place every ten years and lasts two years. (B) The *intermediate* category (semi-active files not demanded during the period of revision). This category is operative only during the period of revision, at the end of which the cards and files are distributed under the new *active* category and the *inactive* category. (C) the *inactive* category: (1) files preserved for their administrative value or their historical interest; (2) files still necessary but only rarely demanded at infrequent intervals. A revision of this category also takes place every ten years. Some of these files are destroyed. There is a card-index corresponding to each category. During the various revisions some of the cards are transferred from one card-index to another. Finally, there is a card-index containing the cards of the destroyed files. The date of destruction is marked on each card.

III. *Active category — Revision*

The ten-yearly revision lasts for two years. It is made automatically and progressively as the new files are opened and demands for old files are received from the Services. As soon as revision begins, a new *active* card-index (for example A. 1950-60) is opened. The existing *active* card-index (A. 1940-50) is closed, and thenceforth becomes the card-index for the *intermediate* category. No new card is placed in it. On the contrary, these are withdrawn: (1) immediately and *en bloc*, all the cards of the "Pa" files (coloured cards bearing the letters "Pa"); (2) progressively as demands for files are received from the Services, all the corresponding cards. The cards of the new files are also placed in the new *active* card-index according as they are opened. The files are distributed in the filing-cabinets according to the same system as the cards in the card-indexes. The date of the revision is marked on all the files and cards.

IV. *Intermediate category — Division — Closing*

At the end of the period of revision the *intermediate* card-index from which some of the cards have been transferred to the *active* category, contains only the cards from the semi-active files which have not been demanded by the Services. These cards are divided into two groups (the corresponding reference, "Pi" or "R," is marked on the cards and on the files): "Pi" (inactive preservation), if they have not borne this inscription since opened, or "R" (retention). The reference "Pi" means that the files are to be preserved permanently; the reference "R" that they are to be preserved for a certain number of years only, then re-examined. The

cards and the files in this category are then transferred to the *inactive* category in the two groups already constituted: "Pi" and "R." The *intermediate* category is then eliminated; the new *active* category will become the *intermediate* category at the next ten-yearly revision.

V. *Inactive category*

(1) *Preservation.* The "Pi" files are preserved as they are; the "R" files have their covers removed and the papers they contain are simply pinned together. The "Pi" files are again put in order. Duplicates of letters, minutes and documents are eliminated. Excessively bulky documents which have been printed or roneoed and preserved in another service, are removed from the file and replaced by a cross reference. Documents rendered illegible by time are retyped. Excessively bulky and clumsy files are divided into two parts and the covers are examined and repaired or replaced if necessary. The titles of the files are revised, completed or changed according to developments in the matter of which they treat. The corresponding cards are altered in the same way. Certain files which contain only a few papers are grouped with others in the same series.

All the "Pi" and "R" files are removed from the filing cabinets and placed in cardboard boxes protected from light, dust and dampness. The filing cabinets are reserved for the *active* category. On the back of these cardboard boxes are inscribed the letters of the series and the number of files they contain. The boxes are placed on shelves like books in a library and are easily identifiable and accessible. If one of these files is later demanded by a service and again comes into regular use it is transferred with its card to the *active* category. If the old cover has been destroyed a new one is made.

The staff of the Archives is informed regularly of the opening of important new series of files or the arrival of a heavy batch of files (after conferences, missions, etc.) and can thus use the available space to the best advantage.

(2) *Revision — Destruction.* All the "R" files are examined each year. Those which have not been demanded for several years and are of no further importance from the political, administrative or documentary viewpoint, are destroyed with the consent of the Chiefs of the Sections and Services concerned. Lists compiled from the information contained on the numbered cards (the dates of demand, frequency of demand) and in the various categories, are

submitted to the Section and Service Chiefs, who decide what shall be done with them. The corresponding cards which are kept in a special card-index bear the date of destruction. To save space and allow rapid consultation, they are classified as far as possible in series. The other "R" files are kept for a later revision.

(3) *Maintenance.* At regular intervals the filing-cabinets and the cardboard boxes are checked and cleaned. The files are put in order, covers are examined and repaired if necessary, papers protruding which have got damaged are repaired and put back in the files. The files which are placed vertically in cardboard boxes are turned over regularly to prevent the papers from getting crushed.

VI. *Statistics*

At present the Registry has:
150,035 files (each year 7,000-8,000 new files are created); 258 metal filing-cabinets (1,032 drawers each containing, according to the size of the files, 25-90 files); 1,967 cardboard boxes (containing from 20-35 files); and 1,600 card collections containing about 750,000 cards.

The filing-cabinets, the card collections and the cardboard boxes extend for a distance of 450 meters around and in the middle of a large room. The cardboard boxes and the card collections are placed on the filing cabinets or on easily-accessible shelves.

The archives are contained in an airy and well-lighted basement. A goods-lift connects this basement with the Registry offices, enabling the staff to move the files and other material with the minimum of fatigue.

Every year statistics are obtained as to the number, the value, and the state of preservation of the files, and also as to the work done in this Service and the working conditions. Information is thus gained on the material means at the disposal of the staff, the space still available, and the quality of the ink, the type ribbons, and the paper used in the Office.

VII. *Microfilm*

As in all administrative organisations, the disposal of paper is a problem; already the Office is short of space. The use of microfilm however allows precious space to be saved. The film which can be substituted for a file occupies only one-fiftieth of the space, and it is easy, with the aid of a reader, to consult the film of any document. Microfilm is also used for preserving copies of valuable and unique documents.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Disposition of Federal Records: How to Develop an Effective Program for the Preservation and the Disposal of Federal Records. National Archives Publication No. 50-3. (Washington. United States Government Printing Office, 1949. Pp. v, 40.)

There is probably no aspect of archival practice so difficult as the fulfillment of an intelligent program for the retention or disposal of records. The multiplicity of records and the experience necessary for their proper appraisal make the problem a perplexing one. This carefully planned publication reflects the years of experience Dr. Schellenberg has had with the National Archives in work of this kind. Logically he states the objective of such a program and outlines the steps necessary to its establishment. It is indeed commendable that in defining records the author, in the second chapter, states: "*Records made in connection with the transaction of public business or in pursuance of Federal law are public records, it should be emphasized, and as such they belong to the office, not to the officer; they are the property of the Government and not of the citizen; and they are in no sense personal property. The appropriateness of their preservation by the Government must first be decided by the agency in which they were produced and by the National Archives before they can be legally removed or destroyed.*" Historians have long complained of the practice of some high officials who took the records with them when they vacated an office. This practice has been prevalent in state and local government as well as in the Federal service and it is to be hoped that this interpretation will mark the end of it.

Although this publication, as the title clearly states, was prepared for the preservation and disposal of Federal records, much of the text is applicable to such a program in any type of archival establishment. This is especially true of the third and fourth chapters which treat of the evaluation and analysis of records respectively. The author does not attempt to tell "in three easy lessons" how to solve these two difficult and complex aspects of records administration. He does, however, carefully and logically enumerate and define the factors involved, after which he indicates the steps to be followed for their accomplishment. Archivists everywhere will, undoubtedly, recognize these two chapters as being the best contribution in archival literature on this subject.

The remaining portions of the publication treat of the retirement of records, that is transfer to the National Archives, to a records depository or to another agency; the microfilming of records for preservation or for security purposes; and the methods of disposal of records in Federal agencies. These chapters are followed by an appendix containing a bibliography of manuals

relating to the disposition of Federal records and another appendix comprising the laws and regulations pertaining to Federal records. The instructions and suggestions in these portions should provide an invaluable reference source for public officials and records custodians. In the chapter on microphotography of records it would have been better to point out that microphotography is not the cure-all it is thought by some to be and it certainly would have been advisable to emphasize the dangers of residual hypo as well as inadequate storage facilities for such film.

Disposition of Federal Records is among the most helpful of the publications issued by the National Archives. It is not only an essential working tool for administrators of Federal agencies, but is also the best guide available for archivists or records administrators in agencies other than the Federal Government. The publication reflects a comprehensive knowledge of the subject and the ability to expound that knowledge clearly. This booklet will surely take its place as a standard reference text on the bookshelf of every archivist.

Leon de Valinger, Jr.

Delaware State Archives

Public Record Office. *Guide to the Public Records. Part I. Introduction.* (London. His Majesty's Stationery Office, 1949. Pp. vi, 70. 2 s.)

Scholars who use the Public Record Office and archivists will welcome the new *Guide to the Public Records* to which the present pamphlet is an introduction. The preface is signed by the Deputy Keeper of the Records, Sir Hilary Jenkinson, and presumably he is responsible for the format and contents. The new guide will differ from the one prepared by Mr. Giuseppi in 1923-1924 in that the old division of records into legal and departmental will no longer be followed. Also, it is to be issued in separate parts which will be published individually as soon as they are ready. Consequently students will need to purchase only such portions of the *Guide* as they will use. A further advantage of this scheme is that partial revision can be undertaken without republication of the whole.

The introduction itself is a new departure for which there is no precedent. Its purpose, which it fulfills admirably, is to introduce the reader to the Record Office, the repository of British national records, and its work rather than to the contents of the various classes of documents. It is thus of importance to the archivist wanting to learn how the British handle their archival problems and to the searcher in the records who will have a more intelligent understanding of the institution he is using. Students who know the Record Office will feel again the sense of pleasure which such work and its contacts have given them. The spirit of the introduction is the spirit of the Record Office itself — a combination of the past and the present, a feeling for origins and for the problems of modern research.

After a discussion of the meaning and relative merits of the terms "archive" and "record," which, as students know, are synonymous, the author sketches

briefly and with great clarity the development of the various departments of British administration. He then considers the care or lack of care of records in the medieval and early modern periods and the interest in their preservation which developing gradually brought about the passage of the Public Record Office Acts of 1838-1898. One of the interesting results of this legislation is the distinction made between records in the custody of the Master of the Rolls and those under his charge and superintendence. In this connection the old division between legal and departmental was developed. Because this division was based on status rather than on treatment or contents it is to be dropped in the new guide.

The remainder of the introduction is concerned with the functions of the Public Record Office which fall into two categories — the conservation of the national records and the making of them available to the public. In discussing these functions the writer considers them historically and as problems of the archivist.

The chief problem connected with the conservation of the records is that of bulk, bulk which is rapidly increasing due to the complexity of modern administration. The British government has a long continuous history; its earliest document, exclusive of Domesday Book, is a Pipe Roll of 1311. Consequently the natural accumulation of documents over the centuries has been great even though additions have not been made by the purchase or deposit of personal papers or local records. The author deals with the question of elimination and the problems which arise from the fact that the records are rarely used for the purpose for which they were compiled. Conservation also involves such matters as storage, sorting, labeling and listing, for documents must be accessible to both the public and the office itself. There is interesting information concerning upkeep and repair. The poor quality of much modern paper and the possible deterioration of film present problems quite different from those of parchment which has suffered from age and neglect. In all these matters the policy of the Record Office seems to have been to make haste slowly.

The second function — that of the relation of the Record Office to the public — is of particular interest to those who benefit from this function. The elimination of fees for literary searchers, the changing character and increasing numbers of the reading public, the problem of providing space and adequate means of reference to the documents, the increasing use of photography and the facilities for it available in the Record Office, the editing and publication of records, and the office staff are among the problems considered.

The introduction contains a select bibliography and four illustrations, of the building, a storage room, the literary search room, and one showing records housed at Haddon Hall during the war. The cover is a reproduction of an old manuscript.

ELIZABETH G. KIMBALL

University of Massachusetts

Fifteenth Annual Report of the Archivist of the United States for the Year Ending June 30, 1949. (Washington. United States Government Printing Office, 1949. Pp. v, 57.)

An "insert" warns us that this interesting and highly informative report is the last of the present series. It may be said that it chronicles the end of an epoch, for on July 1, 1949, the National Archives ended its independent existence and became part of the new General Services Administration. For this reason the report is somewhat more retrospective than usual, and at many points it surveys the events of fifteen years, rather than those of the last twelve months. The record is one of which Dr. Grover and his staff may well be proud. It is indeed "an impressive achievement that between 1935 and 1949 the National Archives, beginning without precedent, has been able to select and transfer to the National Archives Building practically all the noncurrent valuable records of the Government from 1789 to about 1930, as well as others of later date, including the records of the emergency war agencies, and at the same time to give essential service on the records."

Even in purely physical terms the measure of what has been accomplished is astonishing. In round figures the National Archives on June 30, 1949, had just short of 900,000 cubic feet of records in its custody, and this vast manuscript collection was supplemented by 741,000 maps and charts, 37,000,000 running feet of motion picture film, approximately 2,000,000 still pictures, and 300,000 recordings. Equally impressive is the effort the Archives has made to make the material available, and the extent to which it is being used. Reference services during the fiscal year 1948-49 numbered more than 365,000 (or an average of more than 1200 for every day the building was open), and it is noteworthy that nearly 193,000 of these came from various officials and departments of the United States Government.

Yet it is evident that the Archives feels that the great battle still lies ahead. Since 1937 the records of the Federal Government have been piling up at an average rate of a million cubic feet per annum, and at the moment the backlog that must somehow be stored, sifted, and ultimately reduced to manageable proportions has reached the dizzy total of 20,000,000 cubic feet. It is this problem — which differs only in scale from that being faced by lesser governments and many business concerns — that has produced the new profession of records management. Whether one can be both an archivist and a records manager remains, perhaps, to be seen; the one would appear to be governed primarily by immediate and pressing problems, whereas the other must give due consideration to the long-term point of view. Perhaps the solution lies in the creation of a system of transitional half-way storage centers to which the managers may banish documents, but within which only the archivists may exercise the power of life or death.

In any event, what happens in Washington in the next few years is going to be of great interest to archivists everywhere.

W. Kaye Lamb

Public Archives of Canada

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist, for the Fiscal Year July 1, 1948 to June 30, 1949. (Dover, Delaware. Hall of Records, 1949. Pp. 55.)

In his report to the Public Archives Commission, Leon de Valinger, Jr., again demonstrates the scope of the archival program in the State of Delaware. In addition to acquiring public records and initiating techniques for their preservation, the staff at the Hall of Records has developed still farther its broad services to the public. Significant features of this service program are the planning of a museum, the appearance of *A Calendar of Ridgely Family Letters*, Vol. I, placing of new historical markers, the compilation of a Memorial Volume listing men who served in World War II and the preparation of an *Approved List of Papers and Inks.*

In the summary of materials received during the year, Mr. de Valinger comments on the sound recordings as a source for the historian and research worker. He calls sound a "third dimension," which, added to words and pictures, provides more complete research material than has hitherto been available. A total of 826 recordings on subjects as diverse as sports, folk songs, and fires was received during the year.

In 1948-1949, more rapid progress than ever before was made in laminating manuscripts. By using the Barrow Lamination Process and a new technique for handling bound books, the document restorer processed 10,317 pages, more than twice as much as was done in the previous year. Work was undertaken for the three counties and for the Historical Society of Delaware as well as on the records in the care of the Archives Commission.

To make available the best amount of information in War and Navy Departments Separation Form 53, a punch-card system was devised and put into operation. Although but a small portion of the records has been compiled, the Commission was able to use the cards for compilation of statistics used by the State Senate in the consideration of the veterans' bonus. Only such a system can make usable this mass of records lying dormant in many states.

Mr. de Valinger has in his report enumerated the activities of his staff — a satisfying summation. More important to members of the archival profession, he has described the activities specifically enough to be of real assistance to those who have similar problems.

LUCILE M. KANE

Minnesota Historical Society

Annual Report of the National Archives of India 1947. (New Delhi. Manager of the Government of India Press, 1949. Pp. 29.)

This report reflects the enthusiasm with which Dr. Surendranath Sen and his colleagues are transforming the former Imperial Record Department into the National Archives of the new Republic of India. With the aid of the Government of India which recognizes the importance of an archival establishment of the first rank, the staff are already well embarked on a program of

development which includes the publication of important material, the microfilming of documents relating to India in foreign depositories both private and public, the building up of a library, and the air conditioning, repair, fumigation, and better arrangement of records. The director and other staff members have had leave to visit foreign archives, including the National Archives at Washington. It is to be hoped that these visits will be reciprocated. Many American and other foreign scholars are not sufficiently aware of the richness of India's archival collections, and archivists visiting India will be particularly interested in seeing how the menace of insects, fungi, and damp are combated.

Independence has brought to all scholars interested in India the opportunity to examine large masses of records either formerly closed or not easily accessible. Perhaps the most important of these is the vast collection of the former Viceroy's Political Department both at the capital and in the agencies and residences throughout the former Indian States. This will all be assembled in New Delhi, transferred to the National Archives, and opened down to 1900. Another rich collection recently transferred is that belonging to the Survey of India. These records range from 1777 to 1898, contain much material which is not merely of a technical topographical nature, and will prove of great interest to historians as well as to geographers. Colonel R. H. Phillimore has described this collection in the January 1947 number of *Indian Archives*, a journal which has been founded to make India's archival collections better known and to publish articles of interest to Indian and foreign archivists and scholars. The first item of a five-year publication program to appear is the *Indian Travels of Thevenot and Careri* (National Archives, New Delhi, 1949) edited by Dr. Sen in the revived Indian Historical Records Series. Volumes of various classes of correspondence between the presidency governments and the East India Company's Court of Directors (chiefly in the late eighteenth and early nineteenth century) are to follow. There is also a plan to publish in the original texts much of the Sanskrit, Hindi, and Persian material. The appendixes to this report contain lists of the members of the Indian Historical Records Commission, of the sixty-three scholars (with their subjects) who used the archives during the year, and of the thirty-three search requests answered by the staff.

HOLDEN FURBER

University of Pennsylvania

The Jefferson Papers of the University of Virginia. A Calendar, compiled by Constance E. Thurlow and Francis L. Berkeley, Jr. University of Virginia Bibliographical Series, Number Eight. (Charlottesville, Virginia. University of Virginia Library, 1950. Pp. xii, 343. $5.00.)

For many years the Library of the University of Virginia has been actively collecting the letters and papers of Thomas Jefferson. The items acquired by gift and purchase, added to the papers relating to the founding of the University which were already in the university archives, today form one of the

finest collections of Jeffersoniana. The present holdings of the University of Virginia Library amount to over 2500 items and are exceeded only in size by the Library of Congress (50,000), the Massachusetts Historical Society (7,000) and the National Archives (5,000). The calendar prepared by Miss Thurlow and Mr. Berkeley provides a ready guide to this important collection.

The University of Virginia collection is of particular value in relation to the interests and activities of Jefferson in the years of his retirement, reflecting the gradual decline of direct connection with politics and his growing concern with humanitarian projects. The larger portion of these papers falls in the years after 1809 with about 300 items relating to the presidential period. The holdings of the University are very scanty before 1783 (only 51 items). In calendaring the papers the compilers have made a particular effort to list completely the names of persons and places and a detailed index makes their efforts completely accessible. The care and skill with which the calendaring has been done is worthy of special consideration. Though by no means an essential part of the usefulness of the work, the handsome typography and presswork deserve particular notice.

Mrs. Helen D. Bullock's informative essay on the Jefferson Papers is appended to the volume. This essay, originally printed in Volume 4 of the *American Archivist*, pp. 238-249, provides considerable insight not only into Jefferson's own attitude concerning his papers, but also describes their dispersal after his death and the location and provenance of the larger collections. Having worked for many years on a checklist of the Jefferson Papers and upon the calendar in its early stages, Mrs. Bullock is in a position to write with judgment and authority.

H. Ammon

Maryland Historical Society

Tenth Annual Report of the Archivist of the United States on the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the Year Ending June 30, 1949. (Washington. United States Government Printing Office, 1950. Pp. 12.)

Despite the lack of any special publicity program, the sale in June 1949 of the one millionth ticket of admission to the museum of the Franklin D. Roosevelt Library indicates public appreciation of its establishment by Congress in 1939 with provision for administration by the Archivist of the United States. This informative eleven page pamphlet depicts progressive enlargement of public service augmenting the primary purpose of preservation and making available for research the Franklin D. Roosevelt presidential papers, his private collections of valuable historical manuscripts and books, and interesting gifts from many nations presented to him and Mrs. Roosevelt.

Acquisitions of the year include daily records of Henry Morgenthau, Jr., as Secretary of the Treasury; papers of John G. Winant during his entire public official career; loaned personal papers of Harry L. Hopkins from the late 1920's to his decease; loaned records of Franklin D. Roosevelt as Gov-

ernor and of Herbert H. Lehman as Lieutenant Governor, 1928-1932, which are to be microfilmed and returned to the Office of the Governor of the State of New York; segments of Mrs. Franklin D. Roosevelt's personal papers relating to her activities as Chairman of the United Nations Commission on Human Rights; motion picture film taken at Moscow, Cairo and Teheran Conferences and President Roosevelt's review of the troops in North Africa; photographs and negatives of the Roosevelt family and of people and places associated with them; and sound recordings of speeches of President Roosevelt, Hopkins, Churchill and Stalin.

Limited research privileges in the Library search room are available. A stack area in the attic has been completed. An adequately equipped photographic laboratory has made possible the supplying to the public of photostatic, photographic and microfilm copies at cost.

Preparation of analytical subject indexes of the Roosevelt papers is the major current project.

Administration personnel during the year included for a short period Martin P. Claussen as Acting Director, followed by the appointment of Herman Kahn as Director. He was formerly of the Natural Resources Division of the National Archives. Edgar B. Nixon was reappointed Assistant Director and later became archivist-in-charge of the Library's publications.

The financial report for the fiscal year shows Library expenditures covered by appropriations for the National Archives and a special Treasury account which includes admission fees and certain other income.

HAROLD S. BURT

Connecticut State Library

Colony of Mauritius. *Mauritius Archives Bulletin No. 1, 1948.* (Port Louis, Mauritius. Government Printer, 1949. Pp. 24. $0.75.)

Mauritius, a British colony in the Indian Ocean since 1810, and held for 200 years before that by the French and the Dutch, has had an archivist off and on since becoming a British possession. The first bulletin issued by the Mauritius Archives Office, this pamphlet contains several sections. An introduction presents a brief history of the public records, which reveals the usual story of neglect and indifference on the part of the island government. A report on the work of the archives for the years 1945-1948 shows the progress made in accessioning and preservation of records, their cataloging and indexing, and the extent to which they are used for reference purposes. Recent steps taken to improve the organization and status of the office are also mentioned. The archives serves as the official depository for government publications and local imprints, and the bulletin contains a list of publications printed in Mauritius in 1948 received in the office. The checklist of notarial records at the end of the bulletin covers one of the most valuable collections in the depository.

HENRY P. BEERS

U. S. Department of State

Guía de Instituciones que cultivan la historia de América, by Carlos B. Garcia. (Mexico, D. F. Instituto Panamericano de Geografía e Historia, 1949. Pp. 231.)

This guide, listing 835 hemisphere institutions (including Canadian), aims to provide a descriptive entry for each item to include name, location, date of founding, officers, members and membership, library reference, services, objectives and publications. But in too many instances only the name is given. All descriptions are in Spanish and are occasionally too brief to be of much assistance.

Unfortunately this volume was published too soon. There appears little justification to spend so much time, effort, and money on so incomplete a work. The listing of names of institution officers gives the work a temporary and transient nature. There are numerous inaccuracies in names and places, and the "Indices por Países," especially for the United States, is of very little value. The United States section is generally weak since many of the state historical societies are omitted. There is no evidence that any one in this country checked these entries. If a title subheading had been added to this guide stating that it was a preliminary or trial edition, the work might have been warranted.

A. Curtis Wilgus

The George Washington University

Misiones Mexicanes en Archivos Europeos, by Manuel Carrera Stampa. Publicacíon Num. 93 Instituto Panamericano de Geographia e Historia. (Mexico, D. F. Instituto Panamericano de Geographía e Historia, 1949. Pp. x, 120.)

This little volume was published pursuant to a resolution of the Fourth Assembly of the Panamerican Institute of Geography and History which met in Caracas in 1946. The Commission of History, created by this body to collect the materials necessary for the history of the continent from various parts of the world, commissioned the author of this volume as the first of a series dealing with the American nations. In selecting the missions for his discourse the author asserts that he excluded those not officially commissioned by the Mexican Government or by some scientific Mexican institutions as well as those members of religious orders sent abroad to study in European seminaries, and yet in a position to devote time to the study of history in the archives and libraries.

Of the nine missions which Manuel Carrera Stampa includes, the first, that of Francisco del Paso y Froncoso, dominates the whole book. Not only are half the pages given to this mission, but references to it appear frequently and extensively in subsequent parts of the book. For each of the sketches there appears information on the history of the mission, the present whereabouts and condition of the copies made, the catalogs and inventories, and the lists of records. The accounts of the travels, the programs of work, the details as to pay and clerical help, and the numerous irritating handicaps are highly interesting particularly those pertaining to del Paso y Froncoso. The statements

on the present state of the fruits of these missions, that is, the condition of the copies, reveals a surprising dispersal and possession in private hands. The lists, of necessity, are extremely uneven and dissimilar. Some are numerical lists of legajos with no indication whatsoever of subject matter. Others give an inkling of a very wide variety of subjects. The entries represent the titles of individual documents or maps in some of the lists while in others they are bibliographical tools to library collections. One might wish that the author had had an opportunity to indicate much more extensively than he did, an appraisal of the value of many of the titles and entries. With the aid of an unusually good index, investigators, not only of Mexican history but that of areas adjacent to Mexico also, may find this a useful tool in their researches.

ALMON K. WRIGHT

U. S. Department of State

Archives de l'Etat à Mons: *L'Ancien état civil en Hainaut*, by Maurice A. Arnould. (Brussels. Archives Generale de Royaume, 1949. Pp. 214.)

Archives Générales de Royaume: *Inventaire des archives de la famille de Fourneau de Cruquembourg*, by E. Lejour. (Brussels. Montagne de la Cour, 1949. Pp. 78.)

Archives Générales du Royaume: *Inventaire des archives des Monts-de-Piété*, by I. Delatte. (Brussels. Archives Generales du Royaume, 1949. Pp. 22.)

These three inventories of Belgian archives will be invaluable instruments for research into social, economic, and local history, especially for the Old Regime. In the first volume, Arnould provides a fifty-page comprehensive, fully annotated introduction, information on parish registers from 112 out of 407 parishes of former Hainaut, and an index. Each parish is listed alphabetically, followed by indication of the years covered by the various records, and detail as to the extent of each register. The largest number of registers and the most complete sequence comes from the Howardries, but only for the eighteenth century. The thirty-seven registers of Ramagnies-Chin and Esquelmes cover the seventeenth century through the Revolution. Records of births, deaths, and marriages are cited, but also notices of baptisms, the licensing of midwives, indications about Protestants and other information inserted in the original registers. Arnould cautions against incompleteness of statistics drawn from the registers, especially as regards deaths. During the French Revolutionary Regime in Hainaut civil control of all parish records was achieved, and the French language and a uniform system of recording were adopted. Arnould's inventory should serve as a model for archivists, and will save historians hours of research.

The second volume provides an inventory to the private archives of a big estate from the thirteenth through the twentieth centuries. This rich collection was given to the Belgian National Archives in 1938. In his introduction, Lejour traces the genealogy of the family. Documents have been classified into personal papers, property (which includes Belgian, Luxembourgeois, French and Dutch estates), and two annexes, one of manorial documents and

the other of miscellaneous documents. The chronology covered has been indicated within each category. Lejour gives greater detail on the content of the two annexes than for the personal and property sections. Manorial registers, accounts, deeds, sales and receipts should be compared with Old Regime documents already utilized. Aside from genealogy, these archives will provide new light or confirm the fine work of Henri Pirenne on the social and economic history of Belgium. Since the papers cover seven centuries, sidelights on foreign rule and wars should emerge from these records as well as valuable chapters to personal and local history.

The third inventory is of documents of the *monts-de-piété*, or public pawnshops instituted in the seventeenth century to provide low-cost loans for the poor during an era when rates were commonly usurious. The introduction furnishes a useful summary of legislation on the Belgian *monts* from their institution in 1618, through financial tribulations in the seventeenth century, improved administration in the eighteenth, suppression during French rule, and reconstitution under Napoleonic law in 1804. The present constitution of pawnshops dates from Belgian law of 1848. Liquidation of the debts of former *monts* during Dutch rule resulted in the deposit of much material in the National Archives at Brussels. Although Delatte is inventorying only documents at Brussels, he has drawn together documents from several classes of archives. Additional documents exist in the local archives of Mons, Bruges, Ghent, Antwerp, and Courtrai, but those of Ypres and Tournai do not survive. Although scattered references to *monts* have been given in former inventories of state and local archives, this is the first inclusive inventory of materials of this nature, for any country. The inventory is divided into sections on the successive supervisory organs, the committee on liquidation, the *monts* of Brussels and Louvain, and a few items on those of Antwerp, Malines, Ghent, Bruges, and Ypres. The archives for the *mont* of Brussels are the most extensive, consisting of thirty-seven registers and twenty-seven portfolios covering 1618 to 1810, while the four portfolios and thirteen registers from Louvain cover only 1782 to 1802. Documentation for the eighteenth century is particularly rich. M. Delatte gives little information on the nature of the documents he lists, yet subclassifications of documents suggest their value, not only for the *monts* themselves, but for historians of the relation of the central government (including Spanish, Austrian, French and Dutch administration) to the administration of public welfare, financial history, the rise of capitalism, sidelights on Flemish industry, and the whole field of social and economic welfare. This inventory should stimulate the preparation of similar instruments whenever collections of documents from the *monts-de-piété* exist.

While new implications for the successive governments of Belgium may emerge from the use of the documents inventoried in these three volumes, their chief value will be in the fields of demography, humanitarianism, the development of capitalism, and the social and economic history of both private and public enterprises. These guides to archives will greatly facilitate such research.

Beatrice F. Hyslop

Hunter College

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

BUSINESS RECORDS

The subject of business records is a broad one, extending from filing, or their creation, to business history, or their use. It is their selection and preservation in libraries and other depositories, however, with which we are here chiefly concerned. The growing interest in business records has been due in part to the same influences as those which encouraged the care of public records. The American Historical Association, the Society of American Archivists, and the National Archives have all contributed toward the solution of problems posed by business records. One of the earliest surveys of the field was written by Oliver W. Holmes of the National Archives. In "The Evaluation and Preservation of Business Archives," published in the *American Archivist* for October 1938, he was able to report considerable progress.

The business historian is one of those who has made that progress possible. The Business Historical Society was organized in Boston in 1925; its *Bulletin* has contained numerous statements of the value of business records, by Norman S. B. Gras, Thomas D. Clark, Henrietta M. Larson, Irving P. Schiller, Ralph W. Hidy, and others. It was this Society which sponsored in 1937 Ralph M. Hower's *The Preservation of Business Records*, a detailed directive for the businessman. The twelfth in the Society's Harvard Studies in Business History is Miss Larson's *Guide to Business History*. Chapter 70, "Business Manuscript Records," and pages 21-30, "Materials for Research in Business History," are a starting point for anyone interested in the subject.

Other users of business records have tried to make the businessman conscious of their value. Herbert A. Keller's speech, recorded in *Proceedings of the Society of American Archivists* for 1937, Eugene C. Barker, writing in the *Southwestern Historical Quarterly*, in 1944, and Daniel Aaron, in the *Antioch Review*, in 1947, are representatives of this group. The Newcomen Society in 1944 and 1946 sponsored two publications by Stanley Pargellis; his *The Corporation and the Historian*, and *The Judgment of History on American Business* were widely distributed. The influence of these appeals is to be seen in the number of firms which have made available their records to qualified historians. A separate group, the Business History Foundation, has been established in New York City to encourage this development.

This concern on the part of a group of users of the records has been matched by persons interested in the creation and safety of the files: firms selling filing equipment, and insurance companies. Examples of trade journals have been recorded by Mary Jane Christopher in "The Archivist's Book Shelf," the *American Archivist*, July 1947. Much useful information, including sample retention

periods, is to be found in the Bankers Box Company, *Manual of Record Storage Practice*, and the Chicago Bureau of Filing and Indexing, *Retention and Preservation of Records with Destruction Schedules*. Both of these have been through several editions. Archival matters, as well as protection from fire, are considered in the Metropolitan Life Insurance Company's *The Disposition of Inactive Records* and the National Fire Protection Association's *Protection of Records*. These manuals frequently go into the question of legal limitations and government regulations, such as those of the Interstate Commerce Commission. The list might be considerably lengthened; these examples must suffice to show the extent of the advice possible from this source.

Under these influences, collections of business records arose, both in libraries and in the archives of individual companies. The Baker Library collection at the Harvard Business School was one of the earliest and most extensive. The *List of Business Manuscripts in Baker Library* was published in 1932; a new edition is planned. In 1938 Arthur H. Cole, Librarian, prepared "Business Manuscripts: Collection, Handling, and Cataloging," for the *Library Quarterly*. This is still the most detailed statement of the treatment of such collections in libraries. Somewhat similar statements by the same author appeared in *Public Documents* for that year. The Newberry Library is another large holder of business records; the *Guide to the Burlington Archives in the Newberry Library, 1851-1901*, published last year, is an unusually complete description of a single large collection. Business records are included in the collections of many universities and historical societies; their annual reports are well worth study.

Many large companies, realizing that the handling of their extensive records requires professional assistance, have appointed archivists. Progress in putting in order the records of the Denver and Rio Grande Railroad has been described by Herbert O. Brayer, in the *American Archivist* for April 1944, and by Dorothy K. Taylor, in the same publication for April 1947. A manual, *Preservation of Records*, was issued by the Railroad in 1945. Carl H. McKenzie's "An Experiment in the Retention and Preservation of Corporate Records," in the *Bulletin of the Business Historical Society* for February 1943, describes archival work for the Pennsylvania Telephone Company. Harold F. Larkin, of the Connecticut Mutual Life Insurance Company, has written about "Retention of Life Insurance Records," in the *American Archivist* for April 1942. Again, the list might be lengthened did space but permit.

But even these encouraging developments were not enough. It was realized that libraries would not be able to cope with the mass of modern records, and that not many firms were ready to establish archives. The New York Committee on Business Records was formed in 1941, under the leadership of Messrs. Cochran and Clough, to encourage the preservation of records on the part of businessmen. In order that there would be archivists to fill the need, New York University in 1944 inaugurated a course in work with business records. In 1945 Arthur H. Cole contributed "Business Manuscripts: a Pressing Problem" to the *Journal of Economic History*, in which he suggested large-scale

depositories as the best way of meeting the need. The wartime records programs of the Army and Navy also pointed in the same direction. The National Records Management Council, under the direction of Emmett J. Leahy, is applying the records management center approach in New York City; recently the movement has spread to Chicago (through Northwestern University) and to the West Coast (through the University of California). Leahy has written about the Council's work in the *American Archivist* for July 1949, in *Office Appliances* for April 1949, and other publications. *Your Business Records: a Liability or an Asset?* is a recent statement by the Council of its purpose.

Experience abroad has roughly paralleled that in this country. The Council for the Preservation of Business Archives has been active in Great Britain. A. V. Judges in 1936 described the experience of the Council in *The Preservation of Business Records*, an eight-page leaflet. A more recent account is to be found in W. H. Chaloner's "Business Records as a Source of Economic History with Special Reference to their Selective Preservation in Libraries," appearing in the *Journal of Documentation*, for June 1948. A brief bibliography is appended to Chaloner's article. Evidence of German activity is to be found in recent issues of *Der Archivar*. The establishment of a business archives in Aarhus, Denmark, is described in *Erhvernshistorisk Ärbog; Meddelelser fra Erhvervsarkivet* (Business-Historical Yearbook, Bulletin of the Business Archives), 1949.

It remains to note a few subjects not covered in this chronological approach. Microphotography as a tool in the handling of business records has been considered in articles by Daniel F. Noll, George A. Schwegemann, Jr., and A. V. Stubenrauch. Control at the company level, but with wider implications, is the subject of *Records Management and Filing Operations*, by Margaret K. Odell and Earl P. Strong, New York, 1947. A standard treatise on filing is *How to File and Index*, by Bertha M. Weeks, who has also written numerous articles on the subject. Many publications of the National Archives, such as G. Philip Bauer's *The Appraisal of Current and Recent Records*, and Adelaide E. Minogue's *The Repair and Preservation of Records* contain material of value to the custodian of business records. The Interagency Records Administration Conferences, held in Washington several times a year, have made useful contributions.

The custodian of business records in libraries or larger depositories must, in fact, draw on the literature of many allied fields for aid. Much of it is still in periodical form, for his is a young profession and one in process of change.

Harvard University ROBERT W. LOVETT

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The Fourteenth Annual Meeting of the Society will be held at Madison, Wisconsin, October 9 and 10, with possibly a third day for specially arranged tours. Host for the meeting will be the Wisconsin State Historical Society, and Jesse E. Boell, Archivist, of that Society will be Chairman of Local Arrangements. A full and broadly representative program is being developed by the Program Chairman, William D. Overman, Director of Library and Archives of the Firestone Tire and Rubber Company. Effort will be made to give place to the interests of archivists and manuscripts authorities in many fields, rather than to develop a single central theme for the meeting. It is expected that the program will include consideration of the relative interests of State and Federal archival agencies; special group meetings on several kinds of institutional records; a report on the Paris International Congress on Archives; and a statement on the National Archives by the Archivist of the United States. Other topics, and entertainment, will be included. Full information about the program and local arrangements will be sent to members of the Society as early as possible.

Dr. Dwight H. Wilson, Fisk University Archivist, was recently awarded a National Urban League Certificate of Recognition, for outstanding achievement in archival work during 1949. The award was given especially for his work with the Committee on College and University Archives of the Society of American Archivists.

THE NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives Establishment, which on July 1, 1949, became a part of the newly created General Services Administration, was converted into the National Archives and Records Service of GSA on December 1. In addition to the Office of the Archivist, NARS consists of the National Archives, the Division of the Federal Register, the Franklin D. Roosevelt Library at Hyde Park, N. Y., and a new Records Management Division. Theodore R. Schellenberg has been appointed Director of Archival Management, with responsibility for the internal operations of the National Archives, and Herbert E. Angel, formerly Director of Office Methods, Department of the Navy, has been made Director of the new Records Management Division.

By the end of 1949 there were practically 900,000 cubic feet of the permanently valuable records of the Government in the custody of the Archivist of the United States. Recent transfers include the original statutes, 1941-47,

completing this series of records in the National Archives from 1789 to 1948. Other important bodies of records received include correspondence and other papers relating to the 20th and 21st Amendments to the Constitution; correspondence between the Wright brothers and the Weather Bureau relating to the selection of Kitty Hawk as the site for their experimental flights and telegraphic reports to the Bureau on their first successful flights; parts of the Army quartermaster general's files, 1922-35, which document at the top level the Army's procurement policies and plans during the period between the two World Wars and provide the background of the logistics problems of World War II; and the patent files, 1918-45, of the Department of the Air Force, which contain technical data necessary for the perfection of needed inventions, the evaluation of new materials, and the protection of rights derived by the Government through the sponsorship of patents.

The large-scale program to reproduce on microfilm American diplomatic and consular records pertaining to the Far East in the period before 1906 was completed recently. In addition to such records previously filmed, microcopies have been made of despatches from United States diplomatic representatives in Japan, 1900-1906 (9 rolls); despatches from United States ministers to Korea, 1884-95 (10 rolls), and to Siam, 1882-1906 (9 rolls); despatches from United States consuls in Nagasaki, 1870-1906, Kanagawa, 1861-80, and Yokohama, 1897-1906 (21 rolls); and notes from the Japanese Legation in the United States to the Department of State, 1858-1906 (9 rolls). Other important groups of records reproduced include letters sent by the Secretary of War to the President of the United States, 1820-63 (5 rolls), and records relating to the suppression of the African slave trade and to Negro colonization, 1854-72 (10 rolls).

Also recently completed is the microfilm of the 1830 census of population. Each of the 201 volumes of these census records has been reproduced on a separate roll of film. One or more rolls may be ordered at a cost of $4 for each unit of about 50 feet of film. The entire microcopy costs $1,124. A price list, broken down by States, may be obtained upon request.

In the last 6 months of 1949 more than 2,200 rolls of microcopies, containing reproductions of more than 1,000,000 pages, were sold. One State university placed a $3,000 order for microcopies of practically all the State Department records that have been filmed to date.

The *Fifteenth Annual Report of the Archivist on the National Archives* and the *Tenth Annual Report on the Franklin D. Roosevelt Library* for the year ending on June 30, 1949, have just come off the press. Another recent publication is a preliminary inventory of the records of the United States Senate for the First through the Seventy-ninth Congress. Free copies may be obtained from the National Archives and Records Service. A manual on the *Disposition of Federal Records* has also been published. Free copies may be obtained from NARS by Federal agencies; the manual is for sale to others by the Superintendent of Documents, Government Printing Office, at 25 cents a copy.

The Emancipation Proclamation is the latest historic document to be reproduced by the National Archives in its facsimile program. The 5-page proclamation, signed by Abraham Lincoln, is an exact size facsimile ($10\frac{1}{2}$" x $16\frac{1}{2}$"), reproduced on rag paper. It sells for $1. Included with it in a portfolio is a 1-page history of the proclamation.

On March 7, Sir Hilary Jenkinson, Keeper of the Records in England and author of the *Manual on Archive Administration*, paid a visit to the National Archives and Records Service and addressed the staff. Another recent visitor was Dr. Héctor García Chuecos, Director of the National Archives of Venezuela, who spent 2 months in the Archives studying American archival methods and doing research in U. S.-Venezuelan relations.

FRANKLIN D. ROOSEVELT LIBRARY

About 85 percent of the papers of Franklin D. Roosevelt in the Franklin D. Roosevelt Library at Hyde Park, N. Y., amounting to 4 or 5 million items, were opened for research on March 17. The opening exercises, held at noon in the museum section of the Library, were presided over by the Archivist of the United States, Dr. Wayne C. Grover. Dr. Waldo Gifford Leland, Director Emeritus of the American Council of Learned Societies and a member of the U. S. National Commission for UNESCO, delivered the principal address, which was on the history of the establishment of the Library.

Mrs. Franklin D. Roosevelt said at the ceremony, "With the tremendous public thirst for the facts concerning the stirring events of the past two decades, it will be a useful and healthy thing for important segments of the story of these years to be available here to all who are seriously concerned with learning the truth. It will be a real pleasure to see this room filled with students."

In a message read by Jess Larson, Administrator of General Services, President Truman said the Roosevelt letters would furnish rich source material for an interpretation of one of the most momentous periods in American history, and he voiced the hope that other officials of the period would add their papers to the collections already in the Library in order that we may have the means for a fuller understanding of these years.

LIBRARY OF CONGRESS

The 150th anniversary of the establishment of the Library of Congress on April 24, 1800 was commemorated with a Sesquicentennial Exhibition opened with a reception on April 24 in the Great Hall of the Library. The Exhibition, to be shown until December 31, portrays the progress of the Library during the last century and a half through manuscripts, books, and photographs from the Library's collections. Another exhibition commemorative of the founding, "Treasures of the Library of Congress," opened in June and displays 150 outstanding items from the Library's collections. In a letter to the Librarian of Congress, the President of the United States pointed out

that the history of the Library exemplifies the history of our American institutions; "it is tangible evidence, not of endurance only, but of the strength, the energy, the capacity for growth which our institutions have demonstrated so well."

In special ceremonies on March 1 the Library accepted the gift of the noncurrent files of the national office of the League of Women Voters. Dating back to 1920, the records contain much valuable source material illuminating the social and political history of the last three decades. The thousands of papers, weighing more than two tons, are now being arranged for the Manuscripts Division of the Library by Dr. Louise M. Young, a special representative of the League. It is estimated that about 150,000 papers will be added to the Library's holdings when the processing is completed.

U. S. AIR FORCE MOTION PICTURE FILM DEPOSITORY

A development of considerable interest to archivists in the technical records field is the establishment of the USAF Motion Picture Film Depository at Wright-Patterson Air Force Base, Dayton, Ohio.

The Depository is responsible for all motion picture records of the U. S. Air Force and has already in its custody some 95,000,000 feet of film. Holdings of special interest are the AAF combat subjects of World War II, and the original Wright Field Collection dating back to World War I.

Although the Depository was established late in 1947, it is not yet fully staffed. The Archivist in charge, Mr. Loran L. Fisher, formerly with the Historical Division, Special Staff, U. S. Army, was appointed on August 8, 1949. The Assistant Archivist, Mrs. Hermine M. Baumhofer, formerly of the Photographic Records Division, National Archives, was appointed on November 28, 1949. Mr. William H. Shaw, formerly with the Veteran's Administration, who joined the Depository staff in November 1948, is the Archivist in charge of establishing control over the large and unassimilated body of records.

A records depository exclusively for motion picture records is a pioneering venture in the records administration field. One of the greatest problems that the staff faces is the lack of established procedures in the retirement of film records. It is, therefore, not only necessary to bring order into the mass of material already on hand, but also to educate agencies-of-origin and records officers to consider motion picture film in the same light as paper records.

FIRST INTERNATIONAL CONGRESS ON ARCHIVES

The First International Congress on Archives, organized by the International Council on Archives, the Direction des Archives de France, and the Association Professionnelle des Archivistes Français, will be held in Paris from Wednesday 23 to Saturday 26 August 1950.

The President of the French Republic has graciously consented to confer his patronage on the Congress, the Honorary Committee of which will include

distinguished representatives of UNESCO, the French Government and the Institut de France.

The following particulars are already available:

PROGRAM

In addition to working meetings, various events, receptions and excursions will be arranged in connection with the Congress.

The general program will be as follows:

Wednesday 23 August:

10 a.m.: Inaugural meeting of the Congress at the Hôtel de Rohan (87, rue Vieille-du-Temple).
3 p.m.: Working meeting.
6.30 p.m.: Reception at UNESCO House.

Thursday 24 August:

10 a.m.: Visit to the International Exhibition "Life and Art of the Past in Seals and Heraldry," to be held in connection with the Congress at the Palais Soubise (Archives Nationales, 60, rue des Francs-Bourgeois).
3 p.m.: Working meeting.
7 p.m.: Visit to the Documents Service of the Musée de l'Homme (Palais de Chaillot).
8 p.m.: Dinner at the Eiffel Tower, on the invitation of the Forges de Strasbourg.

Friday 25 August:

10 a.m.: Working meeting.
3 p.m.: Final working meeting.
6 p.m.: Reception at the Hôtel d'Assy (residence of the Director of the Archives de France).

Saturday 26 August:

Excursion to Normandy or Champagne. Visit to a modern departmental records office and a picturesque tourist center.

It should also be noted that the International Council on Archives will hold its Constituent Assembly on Monday 21 and Tuesday 22 August at UNESCO House, 19, avenue Kléber, Paris. (Telephone: KLEber 52-00 Extension 288).

WORKING MEETINGS

The working meetings will be held in the imposing setting of the Hôtel de Rohan (Archives Nationales, 87, rue Vieille-du-Temple.)

Four items have been placed on the agenda:

(1) Current supervision and checking of archives;
(2) Archives and micro-photography;
(3) Records of private undertakings (economic records);
(4) Bibliographic proposals.

Inquiries are at present being made of the archives departments of all the Member States of the United Nations. Rapporteurs will be appointed to prepare full reports on the above four matters. Prior to the Congress, these reports will be communicated to members who will thus be well prepared to discuss them during the working meetings. Members who may wish to submit comments on the reports are requested to do so before 1 August 1950, at the same time sending a summary of the matter with which they intend to deal.

The working languages will be those of the United Nations: Chinese, English, French, Russian and Spanish.

FOREIGN NEWS

Great Britain

Stanley Pargellis of the Newberry Library has circulated to members of the Lexington Group a letter from Professor T. S. Ashton of the London School of Economics and Political Science concerning the present status of British Railway Records. Professor Ashton included with his letter an article from the *Times* on the task of collecting railway records and a report on the "Records of Nationalized Industries" by K. G. Davies, until recently a Deputy Keeper at the Public Record Office and now a lecturer on economic history at the London School. The Davies report concerns a new problem of such interest to archivists that we are reprinting it here:

After the success of getting the Coal Board's records declared public, the Master of the Rolls and the Deputy Keeper were anxious to apply the same rule to the records of other nationalized industries. But the politicians rapidly realized the implications of such a policy; it would conflict with the intention to keep the proposed boards out of parliamentary jurisdiction. It was suggested that on one day the Minister of Transport would refuse to answer questions about the Transport Commission, while on the next day, the Prime Minister or the Parliamentary Secretary to the Treasury would have to answer questions about the records of the same body. This question was argued right up to the Lord President who ruled against making the records public. But he agreed that something must be done to prevent destruction.

This was, I believe, in 1946 or early 1947, and nothing was done for a while. In April this year [1949], the Master of the Rolls set up a committee with himself as chairman, to discuss the subject. When it met (so far as I know there has only been one meeting) the results were quite encouraging. Responsible officials attended from the following boards: Transport, Electricity, Gas, Cable and Wireless, B.O.A.C., B.E.A., B.S.A.A., and from the Ministry of Health, representing the Hospitals.

The Master of the Rolls and the Deputy Keeper explained that it was hoped to extend unofficially to records of nationalized industries the same care and advice which the Record Office gives officially to the records of Government Departments. This advice would particularly centre around three subjects:

(1) Custody, i.e., an archive depository and staff, repairs, etc.
(2) Accessibility to students.
(3) Destruction, i.e., the provision of satisfactory schedules for destruction worked out by the individual board in collaboration with the Record Office.

I cannot, of course, speak with authority about the reaction of the boards to these proposals. They seemed to be keenest on (3), a systematic policy of controlled de-

struction; to be willing to consider (1), with certain reservations; and to dislike the sound of (2). They all agreed they could not afford to keep a proper archive staff.

Subsequently, the Deputy Keeper issued a set of "Broad Principles" about the custody of records. This embodied several sensible proposals, but also, as I remember it, asked for a complete cessation of destruction pending the provision of agreed schedules. I cannot see the boards agreeing to this. The Railways alone accumulate an immense amount of paper very rapidly and if they kept used tickets, for instance, the question of where to put them would be soon an urgent one. The problem is this: the systematic destruction of Government Departments' records works quite well. But it has been built up over seventy years. To impose it on a record-making body with 100 or more years of accumulation behind it is very difficult. The best we can hope for so far as accruing records is concerned is the gradual substitution of controlled for uncontrolled destruction.

My impression is that these boards *can* be educated, but it will take a long time, and it must not involve heavy expenditure. Secondly, the destruction that is going on now is probably not of a very serious nature; there is good reason to hope that it is confined to accruing records of an ephemeral character.

. . . . The latest information which I can give is that none of the boards had formally adhered to the Deputy Keeper's "Broad Principles," largely, I think, because of the proposed stop on destruction, and partly because they seemed to imply some heavy expenditure. But it may be that there will be some development soon.

The *Times*' article describes steps already taken by the British Transport Commission, which intends that its archives when complete should be available to students. An immense amount of documentation for railway history does exist, in spite of some losses in the past hundred years and the rigors of two wars. The only significant documents not available to the student in the archives will be those, chiefly legal data and plans, that are still in daily use.

Netherlands

A descriptive list of the losses to Dutch archives during the war years appears as an article in *Nederlands Archievenblad*, 1948-1949, no. 3, entitled "Netherlands archives in the war." The fate of each archival depot and its holdings is noted in a series arranged alphabetically by province.

Portugal

In January 1949 Don Alfredo Pimenta, the eminent Portuguese historian, became director of the Archivo Nacional Portugués de la Torre do Tombo. His speech to the Archives staff is printed in *Revista de Archivos, Bibliotecas y Museos,* (Madrid), vol. 55, no. 1, p. 96-103.

Russia

J. T. Dorosh of the Library of Congress reports in its *Information Bulletin* that the long lost so-called "Pacific Ocean Archive" was located in 1939 by the archivist S. Mamaev, according to a Moscow journal. Originally a part of the Yudin collection, before that collection was acquired by the Library of Congress in 1907, the materials in the archive refer primarily to the history of Russian explorers of the Pacific ocean, Shelikhov and Kuskov. Many of the rare manuscripts are devoted to descriptions of the first world voyages of Russian ships under Rezanov and Krusenstern. Of particular value are the business papers of Rezanov, who died in 1807 after returning from a voyage

around the world. The archive includes also the diaries of the Russian explorers of the 19th century who made a study of Chukchi, Kamchatka, the Okhotsk region, the Aleutian islands, Alaska and Northern California.

TRAINING OF ARCHIVISTS

As a memorial to the late Dr. R. D. W. Connor, first Archivist of the United States, who died in February, the Executive Committee of the National Records Management Council has established fellowships in business records management. According to Emmett J. Leahy, Executive Director of the Council, the first three fellows to be trained under the program have been selected — one from the Federal government, and two former G.I.'s who are graduates of schools of Business Administration at Denver and New York University, respectively. Additional fellowships will be granted, Mr. Leahy said, probably as many as a score in the next two years.

Under the Council's fellowship program, the trainees receive grants of $600 to $1,500 each for a three months screening period, after which those who qualify will receive expanded grants of $2,500 to $5,000 for a full year, the amount to depend upon age, experience, marital status, etc., of the individual trainee.

The training will be clinical in nature, and will consist of assignments at the new midtown branch of the Business Archives Center at 337 West 27th Street and in established company records centers, where the trainees will assist senior Council staff members in the actual evaluation, control, disposal and preservation of business records. The Business Archives Center offers an unusual opportunity to the Council's fellows because of the wide diversity of records managed there, consisting of documents of every type from brokerage, airline, publishing, manufacturing, trucking and advertising concerns, as well as law firms and private individual and family archives. The trainees will also benefit from the Council's work in setting up company records centers for concerns in such fields as petroleum products, telephone companies, airlines, steamship companies, chemical, textile and electrical manufacturing concerns.

AMERICAN DOCUMENTATION INSTITUTE

American Documentation: A Quarterly Review of Ideas, Techniques, Problems and Achievements in Documentation made its first appearance with the January 1950 issue. Published by the American Documentation Institute, Inc., 1719 N Street, Washington 6, D. C., it is priced at $5.00 per year. Dr. Vernon D. Tate, the editor, in an introductory note in the first issue points out that it will not duplicate the work of the *Review of Documentation* (FID) or the *Journal of Documentation* (ASLIB) and it will not follow too closely in the footsteps of its predecessor, the *Journal of Documentary Reproduction.* "Instead its scope is visualized as the totality of documentation. . . . Within this framework particular attention will be devoted to urgent problems in

documentation encountered at various levels of creation, organization, storage and use."

CALIFORNIA

University of California has announced that the Mark Twain papers would be bequeathed to the University by Clara Clemens-Samossoud, his only living daughter. The collection, now housed on the Berkeley campus, contains 45 notebooks and diaries, over 400 literary manuscripts (many still unpublished), business records, letters, and miscellany. Dr. Dixon Wecter, literary editor of the Mark Twain estate, spoke on the collection at the annual meeting of the California Historical Society in San Francisco January 27.

DISTRICT OF COLUMBIA

Private and public papers of former Sen. Robert F. Wagner, sponsor of the Wagner Labor Relations Act, were presented recently to Georgetown University, Washington, D. C. Some 300 vertical files and 30 bound volumes of manuscripts and correspondence, as well as memoranda and reports, will be cataloged, making available to scholars a major source for research in the field of labor economics.

LOUISIANA

Recent additions to the manuscript collections of the Department of Archives of Louisiana State University include the following: 290 items and 5 volumes of papers of the George B. Marshall family, ante bellum sugar and cotton planters, 1807-1900; 38 volumes of plantation and mercantile records of the Powell and Bosley families, Red River Parish, 1825-1947; 100 volumes of papers of the Ebenezer J. Cockfield family, planters, of South Carolina and Natchitoches Parish, 1854-1930; 83 volumes of papers of Daniel Trotter, Negro farmer, Natchitoches Parish, and records of a local Negro benevolent association of the 1890's, 1883-1949; 184 volumes of medical and farm records of Dr. J. E. Hawkins of Arkansas and Evangeline Parish, 1849-1912; 59 volumes of papers of the Reverend Charles B. Dana family, Natchez, Miss., pertaining chiefly to Protestant Episcopal Church and theological matters in New England, Virginia and Mississippi, and to Glenwood Plantation, Natchez, 1799-1949; a portage book of the Red River steamboat *Cordelia Ann*, 1867; 45 volumes of papers of John Reynaud pertaining to steamboat shipping on the Lower Mississippi and Red Rivers; and various collections relating chiefly to medical practice, military service in the Confederacy, and higher education.

MASSACHUSETTS

A senior archivist at the Massachusetts State House has been arraigned and charged with the theft of a number of important 18th century documents from the State Archives. Some of the missing manuscripts are listed below

and any information concerning them should be sent to the Attorney General of Massachusetts, State House, Boston 33:

1. Peter Schuyler to Samuel Partridge, Albany, February 18, 1706/7.
2. Peter Schuyler to Samuel Partridge, Albany, August 11, 1707.
3. Peter Schuyler to Samuel Partridge, Albany, August 29, 1720.
4. R. Rogers, Israel Putnam and Jona. Butterfield; Reconnaissance of Crown Point, October 14, 1775.
5. Robert Rogers to Gov. Shirley, July 1765.
6. Robert Rogers' report of enemy's movements, July 16, 1756.
7. Benjamin Franklin to Thomas Cushing, London, December 24, 1770.
8. Benjamin Franklin to Thomas Cushing, London, January 13, 1772.
9. Benjamin Franklin to Thomas Cushing, London, February 15, 1774.
10. Benedict Arnold to General Wooster, Quebec, December 31, 1775.
11. Continental Congress: Printed Resolve of Instructions to Officers, January 17, 1776.
12. George Washington letter re exodus of inhabitants of Boston, July 29, 1775.
13. Elbridge Gerry to Dr. Church, July 1775.
14. George Washington to B. Greenleaf and others, August 4, 1775.
15. John Adams to Joseph Palmer re reports of committees, accounts and vouchers.
16. John Cochran's deposition re Captain Parkins's dealings with British, April 12, 1776.
17. George Washington to Council, February 26, 1776.
18. Horatio Gates to Major Hawley, Ticonderoga, August 10, 1776.
19. Mesheck Weare to James Bowdoin, Hampton Falls, August 17, 1776.
20. George Washington to Committee of Safety, Morristown, January 24, 1777.
21. Anthony Wayne to unknown correspondent, Ticonderoga, April 23, 1777.
22. George Washington to James Bowdoin, Morristown, July 7, 1777.
23. George Washington to President of Council, Headquarters, August 2, 1778.
24. George Washington to President of Council, Germantown, August 10, 1777.
25. George Washington to President of Council, White Marsh, November 5, 1777.
26. Count D'Estaing re Sauver's death, September 19, 1778.
27. Count D'Estaing: a letter in French, October 23, 1778.
28. Lafayette to Council, January 6, 1779.
29. Robert Rogers to Isaac Mann, May 30, 1779.
30. Paul Revere to Council, September 9, 1779.
31. Horatio Gates to William Heath, Providence, May 4, 1779.
32. Horatio Gates to Jeremiah Powell, September 6, 1779.
33. John Proud: a letter re the French fleet.
34. George Washington to Council, May 24, 1779.
35. George Washington to Council, September 7, 1779.
36. George Washington to Council, June 2, 1780.
37. Von Steuben to Council, July 27, 1780.
38. George Washington to James Bowdoin, August 8, 1780.
39. George Washington to John Hancock, November 10, 1780.
40. George Washington to John Hancock, June 4, 1781.
41. George Washington to William Heath, June 8, 1781.
42. George Washington to John Hancock, August 10, 1782.
43. George Washington to John Hancock, another letter dated August 10, 1782.

MINNESOTA

The State of Minnesota is seeking a qualified man to develop and maintain a statewide archival program. He will be responsible for specifying the

documents that are to be made a part of the permanent historical record, and for designating those records that may be periodically destroyed. This individual will work under the direction of the Director of the Minnesota Historical Society, who is ex officio Secretary of the Minnesota Archives Commission. Wide latitude is permitted in the technical phases of the work. Salary range is $391-$451 per month.

Applicants should have a thorough knowledge of archival organization, procedures, techniques, policies and equipment and good knowledge of the techniques involved in the care, preservation, and reproduction of archival materials. They must have ability to exercise independent judgment in determining the historical significance of public records and ability to establish harmonious working relations with administrative officials and the public. Professional preparation should include graduate study in American history or political science and some training or experience in archival work. Extensive experience in all phases of archival work is acceptable in place of graduate work.

The examination will consist first of a written test followed by an objective evaluation of training and experience based on the information submitted on the form provided. This may be supplemented as necessary by the addition of exhibits or publications to present adequately any pertinent training or experience in the field. Those candidates who obtain scores of 70 or above on the written test and whose training and experience are suitable will be asked to appear at their own expense for the oral part of the examination which is to be held in Chicago or some other central location. Relative weights of the parts of the examination are: written test 30%, evaluation of experience and training 30%, and oral examination 40%. Candidates whose combined scores on experience and training and on the written and oral examination are above 70 will be certified to the appointing authority for consideration. Applications will be accepted until this position is filled. Any citizen of the United States may apply — residence in Minnesota is not required. Application blanks and complete information may be obtained at any local United States Employment Service office or the Minnesota State Civil Service Department, 122 State Office Bldg., St. Paul 1, Minn.

NEW YORK

This summer, for the third year, the Seminars on American Culture met in Cooperstown, New York. There were two separate sessions, each a week in length, July 2-8 and July 9-15. The seminars were offered at Fenimore House and the Farmers' Museum, institutions operated by the New York State Historical Association. The purpose of these gatherings is to provide mature persons who are interested in the subjects offered an opportunity for combining class discussion under distinguished leaders with informal conversation and recreation with others who share their own enthusiasms. Six subjects were taught each week, three in the morning and three in the afternoon. Two courses (Regional Survey of New York History, and Folk Culture of

the Northwest) ran for two weeks but were so divided that it was possible to elect either or both weeks. Other courses included: Problems of the Small Museum of History, Early American Crafts, Practical Problems in Writing Local History, Problems of the Small Historical Library, Interpretation in the History Museum, Types of Historical Writing, and The Library and the Historian.

NORTH CAROLINA

The Department of Archives and History has installed microfilm equipment, including a flat bed camera and a modernly equipped dark room. At the request of the State Budget Bureau, the Department recently undertook a survey of the records problems of 26 state agencies, particularly to determine to what extent the bulk of the state's records might be reduced by microfilming. The conclusion reached was that microfilming will considerably reduce the bulk of the records and it was recommended that a special microfilming unit be set up within the Department. A considerable portion of the original records, however, will need to be preserved, at least for a time.

PENNSYLVANIA

Henry James Young, Director of the Historical Society of York County, Pennsylvania, resigned December 31, 1949, and Mrs. Alice E. Starner, Assistant to the Director, became the Assistant Director. Among items added to the Society's collections during the past year are additional Cathcart papers (1759-1849) concerning Presbyterian matters, education, and the York and Maryland Line Turnpike Company. Several parish registers have also been placed in the official custody of the Society, which plans to microfilm them for preservation.

TEXAS

The Eugene C. Barker Texas History Center on the campus of the University of Texas in Austin was formally opened on April 27. This Center, which will house the University's vast collection of Texana and the Frank Reaugh collection of paintings of Texas ranch life, will also provide offices for Dr. Barker and the Texas State Historical Association. The value of the building and its contents is estimated at two and one half million dollars.

VIRGINIA

The University of Virginia Library continues to be the principal institutional collector of Jefferson's papers. Its latest publication, *The Jefferson Papers of the University of Virginia*, a calendar compiled by Constance E. Thurlow and Francis L. Berkeley, Jr., with an appended essay by Helen D. Bullock on the Papers of Thomas Jefferson, appeared on February 20 in an edition of 750 copies at $5.00. Future acquisitions of Jeffersoniana by the University will be listed each year in future issues of the *Report on Historical*

Collections, published annually since 1930 by the Library's Rare Books and Manuscripts Division. In coming months the University will also issue two more Jefferson publications. *Letters to a Bookseller*, edited by Elizabeth Cometti, will concern Jefferson's work in establishing the University Library. Luther P. Jackson is editing for publication by the University's McGregor Library, the memoirs of Isaac Jefferson, a household servant at Monticello, as dictated in old age to the historian Charles Campbell.

WISCONSIN

The problems of collecting local history materials were considered at a special Institute for Local Historical Societies held July 6, 7 and 8 in Madison, Wisconsin. A new venture for the State Historical Society, which sponsored it, staff members believe that the Institute will stimulate interest in the collection of local history materials.

MISCELLANEOUS

The United States Government Printing Office has announced the development of an effective adhesive for book labels, which should interest archivists as well as librarians. The adhesive, duPont's Heat Seal Lacquer No. 6340, is applied to the back of sheets of labels by means of a Potdevin bench gluing machine, after which the sheets are placed on a moving conveyor belt where the adhesive is rapidly dried. The sheets are then piled into packs of approximately $\frac{1}{4}$ inch thickness and the labels cut out on a die punching machine. These labels, now coated with the heat-sealing adhesive, may be applied to such materials as paper, leather, starch-filled book cloth and buckram by the application of heat (approximately 200°F.) and pressure with a hot flat iron or patch welder. For such materials as pyroxylin and vinyl treated fabrics (Fabrikoid, Keratol, etc.) the adhesive must first be moistened with a solvent, cellosolve, and then applied by the use of heat and pressure.

Heat Seal Lacquer No. 6340 may be obtained from E. I. duPont deNemours & Company, Wilmington, Delaware. Cellosolve (ethylene glycol monoethyl ether) may be obtained from Carbide and Carbon Chemicals Corporation, 30 East 42d Street, New York.

PROPOSED FEDERAL RECORDS ACT

A bill now being considered by Congress includes what will be known, if enacted, as the "Federal Records Act of 1950." It would repeal the National Archives Act of 1934 (as amended), but its principal provisions would be continued in the new Act. Among new features are the following provisions:

1. Enlarges the membership and powers of the National Historical Publications Commission by giving representation thereon to the House and Senate and to the Federal judiciary and by granting it authority "to cooperate with and encourage appropriate Federal, State, and local agencies and non-governmental institutions, societies and individuals in the collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States."

2. Supplants the National Archives Council with a new and somewhat larger Federal Records Council with membership broadened to include representation of the Federal judiciary.

3. Vests the General Services Administrator with staff and coordinating responsibilities for improving standards, procedures, and techniques with respect to records management in the Federal Government and authorizes him to establish, maintain, and operate records centers and centralized microfilming services for Federal agencies.

4. Requires each Federal agency to make and preserve "adequate and proper documentation of its organization, functions, policies, decisions, procedures, and essential transactions" and to establish and maintain "an active, continuing program for the economical and efficient management" of its records.

5. Authorizes Federal agencies to maintain and operate records centers "when approved by the Administrator."

6. Directs Federal agencies to establish certain safeguards against the unlawful removal, alteration, or loss of records and establishes procedures designed to bring about recovery of records unlawfully removed.

7. Authorizes the Administrator to "accept for deposit with the National Archives the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government."

8. Defines the term "National Archives of the United States" as "those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government and have been accepted by the Administrator."

9. Provides that statutory or other restrictions on the use of records "shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to spe-

cific bodies of records that such restrictions shall remain in force and effect for a longer period."

10. Permits the Administrator to "publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at public expense" and which have been "approved by the National Historical Publications Commission."

11. Authorizes the Administrator to accept for deposit "the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: Provided, That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs; And provided further, That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values."

12. Authorizes the Administrator "to make" as well as to preserve motion picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities.

13. Authorizes the transfer, with the approval of the originating agency or, under certain conditions, of other interested agencies, of records deposited (or approved for deposit) with the National Archives to other public or educational institutions.